

Monica Maria Vigil

11462 S. Mather Ave. Alsip IL, 60803 | (708) - 307 - 3810 | MonicaV2757@gmail.com

Education

University of Illinois Chicago School of Law, Chicago, Illinois

Juris Doctor Candidate, May 2027

GPA: 3.50/4.00

- Dean's List, Fall 2025
- Trial Advocacy Honors Program, *Competitor and Honors Council Member*
- Moot Court Honors Program, *Competitor and Honors Council Member*
 - Dean Fred F. Herzog Moot Court Competition, *Top Petitioner's Brief Author; Top Petitioner's Oralist, Octofinalist*
- Justinian Society, *Secretary*

Saint Xavier University, Chicago, Illinois

Bachelor of Arts in Criminal Justice and Spanish, *summa cum laude*, May 2024

GPA: 4.00/4.00

- Dean's List, 2020 - 2024
- Outstanding Spanish for the Professions Student Award

Experience

Dixon Law Office, LaGrange, Illinois

Law Clerk, July 2025 - Present

- Researched and drafted memos on personal injury issues involving insurance coverage, policy exclusions and contract interpretations
- Prepared answers to interrogatories and assisted with written discovery responses

Domestic Relations Division of Cook County Circuit Court, Chicago, Illinois

Judicial Extern for the Honorable Judge Myron Mackoff, May 2025 - July 2025

- Drafted and reviewed court orders, including orders of protection and allocation judgments
- Conducted legal research and authored a memorandum on civil contempt proceedings
- Observed and reported on hearings, status calls, and new motions to assist chambers in case tracking and judicial preparation

Illinois Secretary of State, Chicago, Illinois

Legal & Policy Intern, May 2024 - August 2024

- Researched legal issues to assist with ongoing matters, to include nationwide DMV practices
- Organized information within the personnel department to draft policies for the Illinois Secretary of State's Office for internal implementation
- Drafted amendment proposals including the adoption of "MENA" category on government forms

Congressional Office of Robin Kelly, Matteson, Illinois

Congressional Intern, January 2024 - May 2024

- Communicated with constituents regarding issues involving immigration status, social security, Medicare, and other issues
- Communicated bilingually with constituents having trouble with federal agencies

Languages

Fluent in speaking, writing and reading Spanish