

Gerardo Chavez

9600 S. Kildare Ave. Oak Lawn, IL 60453 (773) 964-2199 gchave23@uic.edu

EDUCATION

The University of Illinois Chicago School of Law, Chicago, Illinois

J.D. Candidate, May 2027

Herzog Moot Court Competition participant

Significant coursework in Criminal Law, Civil Procedure, Constitutional Law, Contracts, Legal & Appellate Advocacy, Real Estate, Torts

Criminal Law Society, First-Generation Law Students Association

Full time student

DePaul University, Chicago, Illinois

2019 - 2023

Bachelor of Arts in Political Science - Law & Theory, Minor in Fundamentals of Psychology

University Honors Program, GPA 3.3 / 4.0

Beeson Endowed Scholarship Recipient

Significant coursework in Criminal Law & Procedure, Criminology, Constitutional Rights, Law Enforcement, Law & The Political System, Rights of Defendants

Full time student while working 20+ hours per week

EXPERIENCE

Jesus Perez & Associates, Chicago, Illinois

2023 - 2026

Legal Assistant

- Helped prepare 7.0 & 8.0 real estate contracts for clients purchasing and selling property
- Communicated with attorneys, clients, realtors, mortgage lenders, and title companies to provide and obtain documentation including addenda, certificates, disclosures, mortgage approvals, surveys, title commitments, and closing statements
- Helped prepare letters requesting modifications to contracts under Attorney Review clauses and requesting property repairs under Professional Inspection clauses

DePaul University Office of Health Promotion and Wellness, Chicago, Illinois 2021 - 2023

Office Assistant

- Scheduled appointments for students with professional advisors, who offered programs in Substance Abuse and Prevention, Sexual and Relationship Violence, and Wellness
- Answered student and parent questions regarding student health resources

The Borgen Project, Tacoma, Washington (remote)

2022

Political Affairs Intern: Worked with U.S. Senate leaders on issues of global poverty and hunger

LANGUAGES: Fluent in English & Spanish

COMMUNITY SERVICE: Boy Scouts of America - Eagle Scout Rank. Partnered with Ronald McDonald House near Advocate Children's Hospital in Oak Lawn, Illinois.