

Guadalupe Bustillos

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EDUCATION

University of Illinois Chicago School of Law, Chicago, IL

Juris Doctor Candidate, May 2026

GPA: 2.76/4.00

- Latinx Law Student Association (“LLSA”), *Alumni Chair*
- Dean Frossard’s Student Advisory Board, *Member*
- UIC Multicultural Law Students Advisory Board, *Representative for LLSA*
- Moot Court Honors Council Member

Grand Canyon University, Phoenix, AZ

Bachelor of Science in Justice Studies (Pre-Law), July 2018

GPA: 3.46/4.00, *cum laude*

EXPERIENCE

Hart McLaughlin & Eldridge, LLC., Chicago, IL

Law Clerk, September 2024 - August 2025

- Analyzed case details and discovery, including medical records, police reports, and previously filed pleadings
- Drafted interrogatories, answers, legal briefs, pleadings, correspondence, memorandums, motions, subpoenas, and discovery requests
- Drafted correspondence and email communication to court and clients and attended court hearings
- Conducted in-depth research on case law, statutes, and legal theories related to civil lawsuits in personal injury, malpractice and civil rights

Cook County Public Defender’s Office, Chicago, IL

Law Clerk, May 2024 - July 2024

- Observed court proceedings and communicated with clients
- Conducted legal research and drafted memoranda and motions to dismiss, compel, discovery, and summary judgement
- Analyzed case details and discovery, including police reports, and previously filed pleadings

AZ Hometown Law Firm, Phoenix, AZ

Quality Control, October 2022 – February 2023

- Analyzed and verified medical records for pre-litigation personal injury demands before being submitted to the insurance company for settlement purposes
- Verified medical bills, medical records, and liens before final approval of demand

Alcock & Associates, Phoenix, AZ

Misdemeanor Legal Assistant, August 2021 – December 2021

- Conducted legal research and drafted and submitted various motions, waivers, and notices to the Court
- Calendared all attorney meetings, hearings, reminders, and deadlines for attorney
- Communicated with and managed incoming correspondence from judges and court administrative staff

Rafi Law Group, Phoenix, AZ

Accountant/Co-Case Manager, May 2019 – May 2020

- Prepared Settlement Distribution Sheets for clients
- Verified, negotiated, and researched liens and medical bills for final accounting
- Drafted, reviewed, and submitted petitions to appoint a conservator for cases involving minors
- Maintained case files and gathered medical records and bills for pre-litigation cases

Phillips Law Group, Phoenix, AZ

Demand Writer, July 2018 – April 2019

- Analyzed and summarized legal and medical documents for pre-litigation personal injury demands

SKILLS

- Languages: Fluent in Spanish (speaking, writing, and reading)
- Technical: Microsoft Office (Outlook), Google Suite, Westlaw, LexisNexis, Abacus, TimeMatters, Filevine, Axon, NICE Evidencentral, Litify