

EDITH SARAÍ MUÑOZ

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EDUCATION

University of Illinois Chicago School of Law, Chicago, IL

Juris Doctor Candidate, December 2025

GPA: 3.55/4.00; Rank: 13/59; Dean's List Fall 2023, Spring 2024, Fall 2024, Spring 2025

Relevant Coursework: Estates & Trust, Estate Planning & Drafting, Federal Income Tax.

- Moot Court Honors Council
- The Chicago Estate Planning Council- *Emerging Leaders*
- Hispanic National Bar Association, *Avanza Intern*, *Deputy President of the Law Student Division, Region IX Representative*, June 2024- August 2025
- Student Bar Association, *Hispanic Lawyers of Illinois Bar Representative*, September 2024– May 2025
- Latinx Law Student Association, *Community Outreach & Evening Chair*, May 2023 – May 2025

University of Illinois Urbana-Champaign, Champaign, IL

Bachelor of Arts in Political Science and Latina/o Studies; Minor in Spanish, May 2019

GPA: 3.75/4.00, *Dean's List: Spring 2016, Fall 2018*

EXPERIENCE

Acosta Law Offices, P.C., Chicago, IL

Law Clerk, March 2025 – Present

- Drafting estate planning documents, including Living Trust, Land Trust, Quit Claim Deeds, and Power of Attorney (POA) documents for both property and healthcare decisions.
- Keeping track of Estate Planning files from beginning to end.

Cook County Circuit Court, Chicago, IL

The Presiding Daniel B. Malone Extern, June 2025 – July 2025

- Shadowed judges across a range of probate matters, including adult and minor guardianships, decedents' estates, and minor estates.
- Conducted legal research on matters involving the Illinois Probate Act.

Schwartz Jambois, Chicago, IL

Law Clerk, December 2022 – October 2024

- Fulfilled settlement process by drafting and finalizing law division and probate division petitions.
- Drafted various legal documents, including motions, orders, and discovery materials.
- Assisted probate attorney in drafting Small Estate Affidavits, Affidavit of Heirship, Petition to Distribute, Bond Applications and Additional Surety Bond.

Immigration Attorneys, LLP, Chicago, IL

Family-Based Immigration Paralegal, March 2021 – March 2022

- Prepared a wide range of immigration applications and petitions for over 100 clients, including adjustment of status, naturalization, VAWA, unlawful presence, EOIR filings, removal of conditions, and U-Visa cases.
- Translate conversations and documents between English to Spanish.

VOLUNTEER EXPERIENCE

- Restorative Justice Clinic, *Boys and Girls Club Intern*, August 2024 – Present
- People Church, *Kids Team Volunteer*, August 2023 – Present
- Instituto del Progreso Latino, *Legal Volunteer*, June 2025 – Present

SKILLS, AWARDS, & INTERESTS

- Tech Savvy, Dual Citizenship (MEX, USA), Spanish (Native)
- 2024 Community Engagement Award, Living Your Values 2018
- Bookworm, Oral Historian, Cat mom