

Leah M. Jacobs

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Education

The Pennsylvania State University, May 2024 2020–Present
The College of Liberal Arts, Bachelor of Science in Labor and Employee Relations University Park, PA
The College of Liberal Arts, Bachelor of Science in Psychology with a focus in Business GPA: 3.55/4.00

Work Experience

The Suffolk County District Attorney's Office Summer 2023
Summer Intern Central Islip, NY

- Helped ADAs prepare for court each morning by putting together discovery documents and ensuring that all information is present and readily available for when they are in the court room.
- Helped ADAs prepare for Jury selection by sitting in on Mock Jury's
- Helped ADAs create offers for defendants and learned about what offer would be given based on what the crime was and past crimes

The Island Mermaid Summers 2021–2023
Seasonal Hostess Fire Island, NY

- Greeted and acknowledged guests and seat patrons by escorting them to their assigned table or communicating delays and offering additional services such as retrieving beverages and locating their server for assistance
- Presented menus, created personal dining experience, and answered questions over the phone and in person
- Communicated with customers and restaurant staff to guarantee that any concerns were promptly addressed leaving guests satisfied and ensuring customers received excellent customer service.

SLJ Property Management, LLC. May 2020–August 2020
Bookkeeping Associate Commack, NY

- Digitally deposited checks into bank accounts and entered deposits into an excel ledger. Completed monthly bank reconciliations by comparing bank statements to the company ledger for each property
- Organized and scanned files into the computer system to digitalize the office so files were always available
- Gained experience in a professional setting and improved communication skills

Leadership Experience

Phi Alpha Delta, March 2022–Present
Internal Vice president

- Organize and facilitate chapter meetings and professional development events, such as providing LSAT review classes for our members, as well as information sessions with different law schools and potential employers
- Attend Bi- weekly Executive meetings where we discuss plans for the upcoming month
- Oversee chair positions and plan professional development events such as LSAT prep courses, meeting with potential employers, along with other events for the chapter

Active Member September 2021–Present

- Participate in community service events for our philanthropy, The Innocents Project, and attend professional development events

Rules And Regulations Committee, Penn State THON September 2022–Present

- Serve on a committee of 25 people to spread THON's mission and play an active role in ensuring the success of THON's year-long effort to raise money for children with cancer
- Maintain a safe environment at fundraising events by monitoring security entrances and enforcing safety protocols
- Prepare by attending weekly meetings and driving THON's mission

Sigma Kappa Sorority

Risk Management January 2022–December 2022

- Maintain social media platforms to ensure active members are representing the Sorority appropriately
- Ensure the safety of our members at social events

Active Member January 2021–Present

- Participate in many community service events for our five philanthropy programs, such as the Alzheimer's Foundation and attending many events to help support other Fraternity and Sorority events to help with their philanthropies