

Brianna Taylor Minjarez

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EDUCATION

Sandra Day O'Connor College of Law, Arizona State University, Phoenix, AZ

August 2019 – May 2022

Juris Doctor Candidate

Member of the Indian Legal Program.

St. Mary's University, San Antonio, TX

May 2018

Bachelor of Arts, Sociology, magna cum laude

Honors: Dean's List, August 2014 – May 2018.

Undergraduate research: *Services Provided to First-Generation, Mexican-American Students at St. Mary's University.*

WORK EXPERIENCE

Legal Research Aide

September 2020 – Present

Academy for Justice, Arizona State University Sandra Day O'Connor College of Law, Phoenix, AZ

- Working alongside the HB2570 study committee on the Missing Murder Indigenous Women and Girls Project.
- Researching federal and Arizona legislature to propose legislation addressing issues pertaining to violence against women and girls in Arizona.
- Review policies and practices that impact violence against women and girls such as child welfare policies.

Legal Intern

June 2020 – August 2020

Gila River Indian Community, Office of the General Counsel, Sacaton, AZ

- Drafted Memorandum of Agreement that helped bring COVID-19 testing facilities to the reservation.
- Edited Gila River Indian Community health policy codes.

Escrow Assistant

June 2018 – June 2019

Michael J. Zimprich Law, PLLC Fee Attorney for Sierra Title Company, El Paso, TX

- Prepare order forms documenting any title issues encountered during searching activities to ascertain types of evidence required, and outlining actions needed to clear titles.
- Examine documentation such as contracts, affidavits, mortgages, liens, judgments, survey easements, and amendments to verify factors such as properties' legal descriptions, ownership, or restrictions.
- Communicate with realtors, lending institution personnel, buyers, sellers, contractors, surveyors, and courthouse personnel to exchange title-related information or to resolve problems.
- Assist in the closing process by preparing closing disclosures to balance with lenders using knowledge of real estate procedures.

Writing Tutor

August 2017 – May 2018

Learning Assistance Center at St. Mary's University, San Antonio, TX

- Provided individual instruction to students to improve writing and academic performance.
- Overcome language barriers with English as a Second Language (ESL) students, by helping with writing, fluency, grammar, sentence structure, and deeper understanding of the English language.
- Reviewed class material with students by discussing text, working on thesis development, creating topic sentences, and writing outlines.
- Assisted supervisors with administrative tasks such as creating spreadsheets by using software to track utilization of services and session notes, and developed outlines and other writing resources for students to utilize within the facility.

Immigration Law File Clerk

January 2017 – May 2017

Vanessa R. Alonso Attorney at Law, San Antonio, TX

- Prepared and transcribed Spanish written affidavits, and maintained documents in electronic filing system.
- Uploaded and updated clients' documents onto immigration website to ensure both attorney and clients'

streamlined access.

- Assisted attorney in making photocopies of correspondence, client agreement forms, and other records.
- Drafted legal documents that included subpoenas, appeals, motions and pretrial agreements.

Family Law File Clerk

January 2015 – December 2016

The Law Office of Anthony Bancroft, San Antonio, TX

- Filed client paperwork with court clerk at Bexar County Courthouse and saved the attorney time by doing so.
- Attended legal meetings such as client interviews and hearings while taking notes to understand the circumstances of the case to better assist the attorney.
- Assisted attorney in building clients' Discovery cases, and gained valuable insight through the rules of civil procedure.
- Sent settlement correspondence via letter/email/fax to businesses, law firms, insurance companies and hospitals to confer the finality of the case.

SKILLS

- Computer: WestLaw Research, Lexis Advance Research, SoftPro, Data Trace, county recording, and editing.
- Customer Service: Avid listener, people oriented, multitasking, dependable, self-presentation, greeting clients, and conflict resolution.
- Clerical: Knowledge of research, legal writing, administrative procedures, legal familiarity, document management, billing, depositing checks, answering telephones, delivering mail, organizing files, and drafting legal documents.

COMMUNITY SERVICE

Volunteer

August 2015 – February 2017

St. Mary's University Bi-Annual Continuing the Heritage

- Organized hundreds of clothing donations at the Family Service Association for the center's Khakis for Kids project in order to provide free school uniforms to low-income families in San Antonio.
- Arranged and salvaged thousands of nonperishable food items dispensed daily to low-income citizens at the San Antonio Food Bank.

Tutor

September 2016 – December 2016

San Antonio Youth Literacy, San Antonio, TX

- Facilitated one-on-one reading assistance to elementary school students, once a week for the duration of an hour.
- Increased the number of children reading at targeted grade level while fostering an enjoyment of reading which improved the students' reading confidence and grades.

Mentor

March 2015 – November 2015

Roy Cisneros Elementary School, San Antonio, TX

- Mentored 2 third graders identified as at risk in both school and home environments, observed students' performance and recorded data to assess progress with counselor.
- Committed every Friday to visit the students at school, organized activities included self-esteem building exercises, learning retention, recreational play time, and craft making.

LEADERSHIP EXPERIENCE

Vice President, Native American Law Student Association

Present

- Work closely with the President to coordinate meetings and help lead executive board meetings and host events.

2L Class Representative, Chicano Latino Law Student Association

Present

- Host events with executive board members and provide direct outreach to 2L members within the organization.

President, Native American Student Association

November 2015 – May 2018

- Organized and led St. Mary's Annual Learning Traditions Powwow in November 2016 and 2017.
- Conducted bi-annual book and bake sale fundraisers by collecting hundreds of books from libraries and retired professors.
- Managed and created speaker events on campus in order to raise awareness on current Native American affairs.