

Larra Mae Wallace

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(484) 408-9343 | Coatesville, PA 19320

EDUCATION

The University of Scranton, The Kania School of Management

Scranton, PA

Bachelor of Science in Management

Expected Graduation May 2026

- Concentration in Legal Studies

CAMPUS INVOLVEMENT

The University of Scranton

Scranton, PA

Pre-Law Society, Member

September 2024 - Present

- Gain experience in legal writing, including drafting memos, briefs, and other legal documents.
- Explore the ethical considerations lawyers face, including issues related to client confidentiality and conflicts of interest.
- Develop understanding of legal concepts, terminology, and principles, such as contracts, torts, criminal law, and constitutional law.

Scranton Student Association of the Philippines, Member

September 2024 - Present

- Connect with peers who share similar culture background by exploring issues related to Filipino identity in society.
- Advise students how to effectively communicate their ideas and advocate for change on campus.
- Learn about the political landscape, including governance, policy issues, and the role of youth in shaping society.

Mock Trial, Member

August 2024 - Present

- Participate in mock trials and debates to practice oral advocacy and presentation skills.
- Develop skills to analyze cases, understand different legal arguments, and think critically about legal issues.
- Learn the structure and flow of a trial, including roles such as judge, attorney, and witness.

EMPLOYMENT

OSSS/CTE - Receptionist/General office work

Scranton, PA

HUB monitor

September 2024 – Present

- Facilitate the check-in process and supervise student access to the building.
- Assist in coordinating and arranging games/food for HUB days.

Wawa

Thorndale, PA

Customer Service Associate, Lead

August 2021 – Present

- Serve customers with any difficulties and ensure customer satisfaction.
- Maintain a clean and safe work environment.

Grocery Outlet

Coatesville, PA

Cashier & Stocker

August 2020 - August 2021

- Attended to customers at the register and ensured a positive experience.
- Ensured all merchandise products were stocked according to store policies and procedures.

COMMUNITY SERVICE

St. Joseph Church

Downingtown, PA

Volunteer

September 2020 – January 2021

- Worked with students individually or in small groups to help them understand difficult concepts in subjects such as biblical narratives.
- Teach students how to manage their time effectively, helping them balance homework, study sessions, and extracurricular activities.

Elm Park United Methodist Church

Scranton, PA

Volunteer

October 2024 – January 2025

- Maintain cleanliness and organization.
- Assist in organizing and distributing food items.

SKILLS

Computer Skills: Microsoft Office; Google Workspace; Excel

Languages: Spanish (Intermediate)