

SAPPHIRE BROWN

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EDUCATION

Dartmouth College, Hanover, NH **June 2018**
Bachelor of Arts, Major in Classics 3.3/4.0
Relevant Coursework: Classical studies, museum studies, history, archaeology, Ancient Greek language and prose, art history

King's College London, London, UK **September 2018**
MA in Classics Program
Relevant Coursework: Ancient Greek, research, Greek epigraphy, cross-collegiate coursework at University College London.

Classics Department Foreign Study Program, Greece **March to June 2017**
Studied classical Greek history and archaeology for ten weeks and participated in a program with a competitive application process.

Classics Department Foreign Study Program, Rome, Italy **September to November 2017**
Studied classical Roman history and archaeology for ten weeks and participated in a program with a competitive application process.

WORK EXPERIENCE

Driggs, Bills, and Day PLLC, Seattle, Washington **February 2019 to Present**
Litigation Assistant

- Effectively managed complex case load for multiple attorneys and assisted with all aspects of the litigation cycle, including legal research and investigation, records management and review, and hearing preparation.
- Managed the preparation of pleadings and motions, document organization, court filing, and deposition scheduling, playing a key role in the creation of multiple six-figure settlements for the firm.
- Executed court filings both on paper and online, demonstrating fluency and flexibility in working with the platforms used in all major Washington county court systems.
- Drafted complex discovery requests, including those for production, interrogatories, admissions, and copies.
- Maintained multiple calendars for filing and discovery deadlines, conference calls and meetings, and court hearings.
- Communicated cogently with individuals at all levels of the legal system, including clients, lawyers, legal personnel, and judges.

Port Angeles School District, Port Angeles, Washington **September 2016 to January 2017**
Paraeducation Intern

- Supported students with learning disabilities such as autism and impaired developmental issues in their classrooms, adapting broader paraeducational programs to fit their individual needs.
- Organized daily classroom schedule and monitored student arrivals, ensuring a safe productive school day.
- Tutored and encouraged students in all subjects, helping them stay on track academically.

SkyCity Restaurant at the Space Needle, Seattle, Washington **June to August 2015**
Assistant Hostess

- Assisted servers in welcoming and attending to patrons efficiently.
- Managed waitlist and reservations; effectively maintained an organized system for seating up to 250 customers.
- Provided support and aid to the restaurant team to ensure a quality dining experience for visitors.

City of Port Angeles Public Works and Utilities, Port Angeles, Washington **January 2012 to July 2014**
Engineering Department Intern

- Performed clerical duties such as answering telephone, sorting and distributing mail, running errands and sending faxes.
- Operated office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

LEADERSHIP & ADDITIONAL ACTIVITIES

The Dartmouth Newspaper, Hanover, New Hampshire **September 2016 to June 2018**
Photo Section Editor & Photographer

- Photographed various philanthropic, academic, social and sporting events on campus.
- Mastered Lightroom software for photo editing; provided edited photographs for both digital and print formatting.

Alpha Phi Sorority, Hanover, New Hampshire **January 2016 to June 2018**
Member, meetings chair, historian.

- Planned and participated in leadership and philanthropic work including Red Dress Gala Fundraiser for heart health, The Prouty cancer fundraiser, and fundraisers for the Alpha Phi Foundation.