

TUAKU HIJARUNGURU

Santa Ana, CA | C: (909) 455-7715 | E: Hijarunguru@chapman.edu | www.linkedin.com/in/tuaku-hijarunguru/

EDUCATION

Chapman University Dale E. Fowler School of Law, Orange, CA

Juris Doctor, expected May 2024

Honors: First Generation Scholarship (40% of tuition)

ACTIVITIES: Military & Veterans Law Institute Law Fellow (Fall 2022); Ms. JD Law Fellow (Fall 2022); Regional Treasurer of the National Black Law Student Association; ADR, Member; Thurgood Marshall Bar Association; Law School Ambassador;

University of California, Los Angeles, CA

Paralegal Certificate, August 2018 (*Passed with Distinction*)

University of California, Irvine, CA

Bachelor of Arts in Political Science (*Concentration: Public Law*), June 2014

ACTIVITIES: UCI Pre-Law Society; UCI Model UN

SELECTED PROFESSIONAL EXPERIENCE

Orange County District Attorney's Office, Santa Ana, CA

Summer Law Clerk, June 2022 – August 2022

- Prepares and organizes extensive legal discovery, evidence (e.g. transcribes digital recordings such as CDs, tapes, etc.) and exhibits to be presented at trials, preliminary hearings, motion hearings
- Review and analyzes legal documents (e.g., courtroom transcripts, pleadings, police reports, expert witness reports, statutory and non-statutory legal motions, affidavits, arrest and search warrants, court orders, statutes, appellate case law, and jury instructions) related to criminal prosecution and attend court sessions regularly to hear trials

Munger, Tolles & Olson LLP, Los Angeles, CA

Legal Specialist/Junior Paralegal, May 2017 – August 2021

- Supported secretaries, attorneys, and managers in administrative/Word processing tasks, including entering billable time, managing the firm's only ranked document, compiling data reports, preparing client invoices, formatting and proofing pleadings, and gathering documents from Westlaw, Lexis Advance, and PACER
- Found and resolved a software issue that saved 1,800 billable time entries and received recognition from administration and co-managing partners; garnered social media evidence for a high-profile case
- Researched and compiled authorities for an amicus brief which were referenced to in SCOTUS opinion
- Raised over \$30,000, or over 120,600 meals, for the Los Angeles Food Bank in 2020 and 2021 by organizing a firm-wide virtual talent show and virtual auction with a five-person team

Marron Lawyers, APC, Long Beach, CA

Legal Executive Assistant, February 2016 – March 2017

- Performed duties as executive assistant to Managing Partner at a boutique law firm that specializes in Business Litigation, Maritime Law, Real Estate and Anti-Slapp
 - Support two litigation partners in legal and administrative tasks, including providing case support, managing attorney calendars, coordinating flights, reviewing and editing client bills, corresponding with clients, participating in client meetings, and drafting agendas for attorney meetings
 - Prepared and served various pleadings and correspondence to clients, plaintiffs' experts, defense counsel and court
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ADDITIONAL INFORMATION

- **Skills:** Legal research; written and oral communication; document preparation; case management; court software; complex problem-solving, Relativity, Westlaw, LexisNexis, Pacer, ProLaw, Workshare Compare
- **Languages:** Fluent: Afrikaans; Limited working proficiency: German (reading, writing and speaking)
- **Interests:** International travel, tennis, going to theme parks, board games, skydiving and Spartan races