

# Fran Jones

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## Education

### **Baylor Law School**—Waco, Texas

Candidate for Juris Doctor, July 2011

- Dawson & Sodd, P.C. Moot Court Competition, Octa-Finalist
- Strasburger & Price Moot Court Competition, Barrister
- Advanced Statutory Research Certification by Westlaw
- American Bar Association Representative, Student Bar Association
  - Coordinated law students to build two Baylor-sponsored Habitat for Humanity houses
  - Organized Toys for Tots Drive that collected more than \$2400 and 300 toys
- Waco-McLennan County Library, Children's Department Volunteer for over 50 hours

### **University of Washington**—Seattle, Washington

Bachelor of Arts in Business Administration, June 2007

- Dean's List: Winter 2005, Spring 2006, Fall 2006, Spring 2007
- Leader, Freshmen Interest Group Program: Led twenty-five students in weekly seminars
- Elementary School Tutor, Pipeline Project: Tutored children in English, Spanish and math
- Chi Omega Representative, Student Government: Worked on resolutions for Academic Affairs Committee

## Work Experience

### **Harris County Probate Court Three**—Houston, Texas

*Court Intern* (May to July 2010)

Checked inventories and helped reset bonds; reviewed Annual and Final Accountings for judicial approval; worked with Staff Attorney reviewing wills and initial Applications for Heirship; assisted Court Investigator's review of existing and new guardianships.

### **Texas Public Policy Foundation**—Austin, Texas

*Director of Development* (October 2007 to January 2008)

Developed grant-proposal system to increase foundation contributions; maintained database and correspondence with current supporters and new donors; managed registration for Policy Orientation for the Texas Legislature.

*Development Intern* (August to October 2007)

Wrote foundation grant proposals.

### **Office of the Governor of Texas**—Austin, Texas

*Scheduling Office Intern* (June to August 2005)