

Stephanie Steinbacher

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EDUCATION

American University, Washington, DC

May 2023

GPA: 3.7/4.0

Major: Legal Studies

Community-Based Research Scholars; School of Public Affairs Advanced Leadership Program

Beta Psi chapter of Pi Sigma Alpha, The National Political Science Honor Society

Madrid, Spain: Summer Language Immersion Program

EXPERIENCE

District Court House for Montgomery County, Rockville and Silver Spring, MD

Judicial Intern

January 2023 – Present

- Observe court proceedings on multiple dockets and discuss outcomes and questions with judges on the bench
- Research Maryland codes and case law for pending court cases

Steinbacher, Goodall and Yurchak, Williamsport, PA

Legal Assistant

June 2017 – April 2022

- Assisted in a going green campaign by the company to scan old files into an electronic version
- Oversaw a team of students and was promoted to Legal Assistant in 2021
- Attend client meetings and assembled estate planning binders
- Research dementia and wrote newsletter articles that were distributed nation-wide to law firms

Estate and Long-Term Care Planning, Williamsport, PA

Bookkeeper and Administrative Assistant

June 2016 – April 2021

- Performed clerical organizational duties and follow up on tasks as an assistant to the CEO
- Presented “From Chaos to Extraordinary: 7 Steps to Team Synergy” to an audience of professionals
- Promoted to Bookkeeper in 2020 which requires excellent attention to detail
- Maintained accounts receivable and accounts payable subledgers and reconcile to the general ledger monthly; responsible for processing payroll; assist team in creating PowerPoint presentations

weSHOREcare Project, Jersey Shore, PA

Chairperson

March 2018 – April 2020

- Conducted research and analyzed data to create a community engaged project to help people experiencing food insecurities and homelessness; filled 2,000 meal boxes and raised over \$40,000
- Worked with a team to organize events and coordinate with volunteers; communicated with community members, local businesses and administration in my school district; secured sponsorships
- Took initiative to lead meetings, compile information, make presentations, and implement our vision

CAMPUS AND COMMUNITY SERVICE

- Mentor students and selected as Teaching Assistant for School of Public Affairs Leadership Program
- Created a project called “Care for Caregivers” to bring awareness to the burdens of caregiving
- Volunteered for “Fam-Club” at Community of Hope and progressed to being a leader
- Selected for Steering Committee for School of Public Affairs Leadership Program
- Worked on an initiative to address mental health concerns of refugees in the United States
- Volunteered on CAIR Coalition’s hotline to help immigrants who are detained
- Mentored high school students at Latin American Youth Center
- Assisted at Hogar De Renacer orphanage in Honduras, raising \$15,900 for the orphanage
- Honored by the YWCA as 2019 Young Woman of Excellence
- Placed 2nd in National Lead2Feed Competition

ADDITIONAL SKILLS

- Computer: Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks, Basecamp, Infusionsoft
- Language: Spanish (Intermediate verbal, reading, and writing)
- Soft Skills: Communication, Quick learner, Attention to detail, Problem-solving, Organizational