

Gabrielle Gutierrez

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www.gabriellesgutierrez.com

OBJECTIVE

- Organized, detail-oriented, and motivated student seeking a pre-law summer internship.

EDUCATION

California Polytechnic State University — Orfalea College of Business

San Luis Obispo, CA

Bachelor of Science in **Business Administration**, Minor in **Law and Society**

June 2025

- **GPA:** 4.00
- **President's List:** 2021-2022, 2022-2023
- **University Honors Program**

WORK EXPERIENCE

Full Time Intern, Contracts Administrator

Boulder, CO

Congruex

June 2022 - August 2022, June 2023 - July 2023

- Sent and obtained signatures on NDAs and MSAs
- Reviewed redlines in NDAs and MSAs to understand contract provisions and reasoning behind negotiations
- Processed, organized, and performed maintenance on 5,000+ files in Evisort
- Initiated the setup of workflow in Evisort
- Set up operating units with Asuretify (third party insurance management agency)
- Reviewed current suite of contract templates and verified consistency
- Recognized by corporate executives with 2 "True GRIT" awards for consistently showing guts, reliability, innovation, and teamwork, as well as by colleagues with "Teamwork" award

LEADERSHIP & INVOLVEMENT

Juvenile Hall Volunteer

San Luis Obispo, CA

Restorative Partners

April 2023 - Present

- Foster healing relationships with incarcerated youth in the SLO County Juvenile Hall
- Facilitate weekly programs such as education, career preparation, chess, and art
- Attend ongoing, in-depth, training sessions about restorative justice and the prison system
- Promote a deeper sense of community within the facility

Peer Mentor

San Luis Obispo, CA

Orfalea College of Business

February 2023 - Present

- Provide intentional and individualized mentorship weekly to 4 students
- Prepare goal-oriented curriculum for each mentoring session
- Hold a position on Hiring Committee
- Review candidates' application materials and interview qualified candidates
- Attend weekly staff meetings

Learning Assistant

San Luis Obispo, CA

Cal Poly University Honors Program

September 2022 - December 2022

- Mentored first-year students as they adjusted to the Honors Program
- Led activities and facilitated discussions to encourage students to connect with one another
- Guided a group of 6 students as they worked on a quarter-long project
- Graded and provided feedback on students' project deliverables

SKILLS

- Proficient in Microsoft Office, Google Suite, Evisort, Thomson Reuters Westlaw