

# Kristina Prete

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## PROFESSIONAL LICENSE

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*New Mexico State Bar*

*December 2019*

## EDUCATION

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**University of Massachusetts School of Law**

**Dartmouth, MA**

*Juris Doctorate*

*May 2018*

- *GPA 3.13/4.0*

**Roger Williams University**

**Bristol, RI**

*Bachelor of Science in Marketing Studies, Summa Cum Laude*

*May 2015*

*Minors in Web Development and Psychology*

- *GPA 3.90/4.0*

## LEGAL EXPERIENCE

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**Northeast Maritime Institute Foundation, Inc.**

**Fairhaven, MA**

*Assistant Legal Counsel*

*March 2020 – Present*

- Research and report on compliance issues

**Dominica Maritime Administration**

**Fairhaven, MA**

*Volunteer Legal Assistant*

*March 2020 – Present*

- Research and report on various topics
- Edit documents

**Legal Center for Nonprofits, Inc.**

**New Bedford, MA**

*Volunteer Assistant Lawyer*

*March 2019 – May 2020*

- Meet with clients in person and follow up with clients by email or phone when necessary to obtain additional information
- Research EINs
- Research name availability in MA Secretary of State's corporate, reserved names, and rejected names databases and US Patent and Trademark TESS database
- Research if prospective client ideas may qualify for 501(c) tax-exempt status
- Create foundation documents such as Articles of Organization and Bylaws
- Complete charity registrations
- Research group exemptions to organize a presentation to inform the Central and Subordinates
- Complete Form 1023
- Research similarity of desired trademark/service mark to others already in use and complete the trademark application

**Community Development Clinic**

**Dartmouth, MA**

*Rules of the Road for Nonprofits and Entrepreneurs Workshop*

*January 2018 – April 2018*

- Assisted team in planning, organizing, and researching for compliance workshop according to desires and requirements from the Legal Center for Nonprofits, Inc.
- Assisted team in presenting workshop to entrepreneurs and nonprofit representatives

*Volunteer Data Collector*

*November 2017*

- Assisted team in examining each state website's information accessibility to lay entrepreneurs regarding how to form and run a business within the respective state
- Analyzed data and prepared script for team to present data to Think Tank

## **WORK EXPERIENCE**

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### **Seastreak**

**New Bedford, MA; Martha's Vineyard, MA**

*Customer Service and Reservation Specialist*

*May 2018 – December 2019*

- Functioned as direct point of contact for customers
- Processed reservations upon request, both over the phone and in person
- Ensured that customers were properly assisted and that all questions and concerns were addressed while adhering to company guidelines and policies
- Made boarding announcements over the intercom and communicated with boat crew over the radio to ensure efficient operation
- Organized office and boat supplies

### *Deckhand*

*August 2018 – December 2019*

- Secured vessels to docks and slips
- Communicated with captains to assist backing out of slips and to ensure proper maintenance of the vessels
- Cleaned and maintained vessels while traveling, between travels, and at the end of the day
- Periodically checked the generators in the engine room to ensure proper performance
- Tended to galley, including bartending, during voyage

## **HONORS AND AWARDS**

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- Roger Williams University Dean's Marketing Academic Achievement Award *May 2015*
- Psi Chi International Honor Society in Psychology *May 2015 – Present*
- Beta Gamma Sigma Academic Honor Society *April 2014 – Present*
- Alpha Chi National College Honor Society *December 2013 – Present*

## **CERTIFICATIONS**

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|--------------|---|--|
| • LexisNexis | • Merchant Mariner Credential – entry level | • Automated External Defibrillator (AED) |
| • Hootsuite  | • TWIC card                                 | • Lifeguard (expired)                    |
| • Javascript | • First Aid                                 | • Emergency Oxygen (expired)             |
|              | • CPR                                       |  |

## **SKILLS**

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|--------------------|-------------------|----------------------------------|
| • Google Adwords   | • SQL             | • Macromedia Flash MX 2004       |
| • Google Analytics | • HTML            | • Macromedia Dreamweaver MX 2000 |
| • CSS              | • Adobe Photoshop |                                  |
| • PHP              |                   |                                  |