

# Zehra Topbas

## EDUCATION

### University of Wisconsin-Madison

*Honors Program: Honors in Political Science & the Liberal Arts*  
Political Science and Journalism, BA; Minor: Italian

**Madison, WI**

Expected Graduation: May 2023  
Cum GPA: 3.84; Dean's List

## PROFESSIONAL EXPERIENCE

### Community Justice Inc.

*Law Clerk*

**Madison, WI**

*September 2020 — Present*

- Perform client intake interviews and learn how to interact with a diverse client population
- Assess whether potential clients fit our qualifications in terms of income, location, and potential conflicts
- Function as the pivotal actor in referring clients to attorneys that will provide pro bono or low-cost civil representation on matters involving family, employment, criminal, personal injury, personal defense, and more
- Answer telephones, take messages, scan, fax & file documents to ensure all information is delivered to attorneys

### United Way of Dane County

*COVID-19 Volunteer*

**Madison, WI**

*August 2020 — Present*

- Answer phone calls and connect callers in crisis with community resources and services such as: how to operate a business during COVID-19 while ensuring safety protocols for employees
- Communicate and solve immediate concerns quickly relating to health, work, and COVID-19

## LEADERSHIP

### Galvanize the Greeks

*Campus Captain*

**Madison, WI**

*September 2020 — December 2020*

- Maintained records of voter registration and turnout for 1000+ students in Greek life at UW-Madison
- Provided information and assisted members on absentee, early & by mail voting, and other necessary documents
- Operated as a liaison between Galvanize the Greeks and Greek life

### Pre-Law Society

*Vice President of Finance*

**Madison, WI**

*September 2019 — Present*

- Manage current membership issues pertaining to dues owed and paid by 100+ members
- Propose and administer the budget for the academic year
- Collect all dues and fees; keep proper books of account showing all receipts, disbursements, and cash balance

### Chi Omega Fraternity

*Co-Op Chair*

**Madison, WI**

*September 2019 — Present*

- Coordinate 3-5 Chi Omega members to volunteer twice a week at Shorewood Hills Elementary School
- Correspond often with the after-school program director to organize a weekly schedule
- Created & implemented incentive system to strengthen volunteer involvement

## ENGAGEMENT

### The Dish Wisconsin

*Writer/Editor*

**Madison, WI**

*January 2021 — Present*

- Write & edit articles for biannual print issues of the magazine to be distributed throughout campus and Madison

### Phi Alpha Delta Pre-Law Fraternity

*Member*

**International & UW-Madison Chapter**

*December 2020 — Present*

- LSAT prep workshops, alumni networking, community service, and leadership development workshops

### Hopeless Visionary

*Brand Ambassador*

**Los Angeles, CA**

*August 2020 — Present*

- Promote start-up loungewear brand through a range of social media platforms

### The Women's Network

*Member*

**Madison, WI**

*January 2020 — Present*

- Connect with other collegiate women and engage with seasoned female professionals in a variety of industries

## SKILLS/LANGUAGES

**Skills:** Proficient in Microsoft Office Suite, Google Suite, Adobe Creative Suite, Westlaw, Tableau, WordPress, Simmons OneView

**Languages:** Fluent in Turkish, Proficient in French and Italian