

# KARTHIK RAMALINGAM

2303 GE Rd. apt.18Bloomington, IL, 61704 | | C: 224-433-4283 | E-mail: Kramalingam726@gmail.com

## Objective

Position in a Law Office as a clerk or a legal assistant

## Summary

Prepared Legal documents for counsel  
Assisted and supported attorney and other staff members with various administrative aspects.  
Liaison and advocate with proven and strong recommendation in representing interests to legislature.  
Active participant with IL Partners in Policy making. Excellent customer service experience.

## Experience

- Internship/Volunteer – Lincoln Library/Museum, Springfield IL March 2017 – Present
- Greeted customers and assisted customers with questions
  - Provided other assistance as necessary in various exhibits
- Paid Internship – Damon W. Doucet, Attorney at Law Summer 2017, 2018
- Prepared and created court documents to be filed.
  - Assisted Counsel in preparing for court hearings.
  - Interacted with clients during meetings.
  - Provided research assistance to the counsel.
- Employment- Marianno's June 2015 – August 2016
- Prepared and maintained salad bar items
  - Handled juicing machine
  - Assisted customers with questions in the salad bar area
- Internship- State Representative, Carol Sente's office June 2015 – August 2017
- Inspected pertinent issues for the constituent's area
  - Handled event invitations for the Representative-organized by month
  - Participated in community activities/parades
- Internship- Center for Independent Living June – August 2012, 2014- 2016
- Advocated issues for housing and transportation for the disabled
  - Organized and coordinated project work
  - Typed correspondence and answered phone
- Internship- Buffalo Grove Museum June 2012 – August 2016
- Cataloged historical items
  - Planned for remodeling of exhibits
  - Sorted and shelved items for exhibits
  - Assisted with group activities
- Internship/Volunteer- Hindu Mandir of Lake County June 2010 – August 2016
- Provided customer service-received phone messages and assisted people with questions
  - Created Temple documents and handled filing
  - Cashiered and performed closing operations

## Education

University of Illinois, Springfield, IL- Bachelor of Arts: Legal Studies August 2016-May 2019  
College of Lake County – Associates Program: Paralegal August 2013- June 2016  
Vernon Hills High School - High School Diploma August 2009- June 2013

## Activities

- Member of advocacy program for the disabled at the Center for Independent Living
- Advocated for disabled rights for transportation and housing with legislators in Springfield, IL 2015 and 2016
- Actively attended local meetings with the legislators
- Assisted with State Farm's multi-cultural events

**CAROL SENTE**  
**STATE REPRESENTATIVE • 59TH DISTRICT**

August 14, 2015



**CO-CHAIR**

- SMALL BUSINESS OWNERS CAUCUS

**COMMITTEES:**

**VICE-CHAIRMAN**

- ENVIRONMENT

**MEMBER**

- ELEMENTARY & SECONDARY EDUCATION; SCHOOL CURRICULUM & POLICIES
- PERSONNEL & PENSIONS
- STATE GOVERNMENT ADMINISTRATION
- VETERANS' AFFAIRS

**DISTRICT OFFICE:**

THE LASCHEN CENTER  
294 EVERGREEN DR.  
VERNON HILLS, IL 60061  
P: 847.478.9909  
F: 847.984.2206

**SPRINGFIELD OFFICE:**

272-S STRATTON BLDG.  
SPRINGFIELD, IL 62706  
P: 217.782.0499  
F: 217.524.0443

REPSENTE@GMAIL.COM  
WWW.REPSENTE.COM  
WWW.ILGA.GOV

To Whom It May Concern,

During the summer of 2015, my legislative district office had the pleasure of providing intern positions to seven college or high school students. We selected Karthik Ramalingam as one of the seven who rose above the pool of applicants.

Karthik has an outgoing personality that proved to be valuable both in the office and at events. He quickly became an asset in the legislative work of the District. Karthik was willing to go above and beyond his office duties by keeping track of the news of the District by reading many newspapers and publications. He was willing to exceed his program expectations by attending legislative meetings and events.

Our permanent legislative staff and I greatly enjoyed having him in the office and would welcome him return over winter break and next summer should he be interested. It is both a pleasure and an honor to serve as a reference for Karthik Ramalingam. Please feel free to contact me or a member of my legislative team should you wish to further discuss his excellent qualifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Sente'.

Carol Sente  
State Representative  
59<sup>th</sup> District

A handwritten signature in black ink, appearing to read 'Barrett Monie'.

Barrett Monie  
Legislative Aide  
59<sup>th</sup> District

DAMON W. DOUCET, ATTORNEY AT LAW, LTD.  
3223 LAKE AVENUE, UNIT 15C, Box 323  
WILMETTE, ILLINOIS 60091  
Phone: 224-233-1336 Fax: 224-233-1337 Email: dwdoucet@gmail.com

August 17, 2017

TO WHOM IT MAY CONCERN,

I tender this letter of reference on behalf of Karthik Ramalingam. Karthik served as a summer intern in my office from June through August 2017. He was punctual, attentive to his assignments and cheerful in his interactions with staff and clients at all times. Karthik was always prepared to accept a new challenge and further develop his knowledge base. He performed his work with diligence and skill and provided assistance to the other members of the staff when required without being asked. Karthik will be missed and I unreservedly recommend him to any and all future employers.

Sincerely,



Damon W. Doucet

Aug. 6, 2016

To Whom it May Concern,

My name is Janet Keene. I am the produce Production Mgr. at Mariano's Fresh Market in Vernon Hills, IL. I have been Karthik Ransitingam's direct supervisor for the last year and at this time I am giving my recommendation for any work position you have that he may be qualified for.

He is friendly, hard working, takes direction well and has been an exceptional team member from day one!

If I can be of any further assistance please contact me at 847-816-0994.

Sincerely,

Janet Keene