



Fletcher F. Warren

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EDUCATION	<p>Bethel University, Saint Paul, MN 2015 Bachelor of Arts GPA: 4.0, <i>summa cum laude</i> <i>Major: Business & Political Science</i> <i>Major: History</i> Study Abroad: University of Oxford (Keble College), Oxford, UK. 2014</p>
EXPERIENCE	<p>Webber Law Firm, LLC, Edina, MN 2015–Present <i>Case Manager II</i> (2016–Present) <i>Research Assistant & Project Specialist</i> (2015–2016)</p> <ul style="list-style-type: none"> • Demonstrated project management skills by preparing a revolving docket of ~40 business immigration petitions for successful adjudication by federal agencies (97% success rate). • Ensured compliance with complex legal requirements across 9+ different visa categories. • Critically analyzed fact patterns to develop strategies that support client’s business needs, identifying appropriate data to drive legal argumentation for 200+ cases. • Built rapport with client HR partners through effective written and oral communication. • Trained new hires in firm systems, software, and processes; led entry-level recruiting. • Delivered 50+ oral presentations on regulatory changes and current trends in business immigration supported by custom data visualizations, charts, and graphics. <p>Bethel University Department of History, Saint Paul, MN 2013–2015 <i>Research Associate</i> (2014–2015)</p> <ul style="list-style-type: none"> • Showed collaborative drive by working with department chair to plan and write a grant-funded, 130k word digital history exhibit (see www.bethelatwar.org). • Displayed comfort in ambiguity by working through conflicting and incomplete quantitative and qualitative data to achieve a compelling and credible narrative. • Presented project to diverse audiences in both intimate and large settings. <p><i>Teaching Assistant</i> (2013–2015)</p> <p>Bethel University Digital Library, Saint Paul, MN 2012–2015 <i>Metadata and Digital Collections Assistant</i></p> <ul style="list-style-type: none"> • Constructed and maintained metadata catalogs and databases for 25+ special collections; established data standards, workflows, and procedures. • Created technical documentation after reengineering and improving workflows. • Took initiative to propose and film a 10-part video training curriculum for new hires. <p>Bethel University Information Technology Services, Saint Paul, MN 2011–2013 <i>Information Technologist</i> (2012–2013) <i>Team Lead (Desktop Analyst)</i> (2011–2012)</p> <ul style="list-style-type: none"> • Rapidly mastered new technologies, software, and procedures across platform and software transitions to maintain high quality customer technical support.
LEADERSHIP	<p>CAPSH MIRA Legal Clinic, <i>DACA Immigration Volunteer</i> 2016–Present Bethel University History Club, <i>Publicist</i> 2013–2015 Bethel University Chamber Orchestra, <i>Principal violist</i> 2011–2015</p>
ACADEMIC RECOGNITION	<p>History thesis: “A Long Way from Minneapolis”: Minnesotans in the Spanish Civil War 2014</p> <ul style="list-style-type: none"> • Research in 3 archives in MN and NY recognized by the following awards: <ul style="list-style-type: none"> ○ Library Research Prize, Bethel University 2015 ○ George Watt Prize, Abraham Lincoln Brigade Archive, NYU 2014 <p>John Alexis Edgren Research Grant, Bethel University 2014–2015 Omicron Delta Kappa (National leadership honors) Inducted 2012 Pi Sigma Alpha (National political science honors) Inducted 2014</p>
PERSONAL	Reading (news, politics, history), rowing, chamber music (viola and violin).