

# William Mangin

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## EDUCATION

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**Texas A&M University, Mays Business School**  
*Master of Real Estate*

College Station, TX  
December 2024

**University Name**

*Bachelor of Business Administration in Finance and Business Honors*  
GPA: 3.61/4.0  
Honors: Cum Laude

College Station, TX  
May 2023

## EXPERIENCE

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**Rick Davis & Associates**

*Paralegal and Senior File Clerk*

College Station, TX  
September 2020 – April 2023

- Met and talked with hundreds of criminal, family, and civil clients regarding pleadings, motions with the courts, and procedures to help with cases.
- Organized and filed records that include bills, bank statements, and credit card fees for the firm.

**Jehl Law Group**

*Legal Assistant – Head of Medical Records*

Memphis, TN  
May 2019 – August 2020

- Managed records from over fifty local hospitals and nursing homes with intent to sue for medical malpractice.
- Delegation of almost three hundred pre-litigation cases and monitored statute of limitations chart.
- Delegated to four assistants and sent out professional reviews to fifteen different healthcare workers so we could receive records in a timely manner.

## LEADERSHIP & INVOLVEMENT

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**May Business Honors Program**

*Member*

College Station, TX  
August 2020 – May 2023

- Participated in prestigious program involved in increasing my proficiency in the business world.
- Engaged in many speaker series and programs with professional businessmen, businesswomen and entrepreneurs to help spark my career.
- Worked with other students through professional development events to discuss benefits in leadership and a betterment of society.

**Business Leaders for Change**

*Founder and Vice President of External Affairs*

College Station, TX  
June 2021 – May 2023

- Elected to work committee to plan meetings, invite speakers, and run exercises during meetings.
- Take part with my peers in findings ways to change our local communities through a business perspective usually through service and bringing awareness to important local issues.

**Advancement Via Individual Development Program,**

*Business Honors AVID Coordinator*

College Station, TX  
September 2021 – May 2023

- Selected to teach a class about leadership and college readiness to local middle school students.
- Participated in a six-week program to not only help children learn from me, but for me to learn how to communicate to my peers in preparation for high school and future education.

## SKILLS, ACTIVITIES & INTERESTS

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**Certifications & Training:** Eagle Scout – Earned on December 11, 2018; Texas Food Handlers License & TABC  
**Activities:** Student Ambassador and Grant Writer for the Philanthropy Lab

**Skills:** Proficient in problem solving, patent searching, public speaking, Microsoft Word, Excel, and PowerPoint.