GIANNA TEHRANI

Pre-Law | History, New York University

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SUMMARY

Pre-law History student at New York University seeking a legal assistant, file clerk or law office support role. More than a year with Reformation across two stores has built the habits a law office relies on: handling client information with discretion, answering phone inquiries, keeping inventory and records accurate, and staying composed with every client. A careful writer and researcher and an ASL tutor.

EXPERIENCE

Reformation | Sales Associate, SoHo — Sep 2026 – Present

New York, NY

- Joined the SoHo store after relocating to New York for NYU; work part-time while attending classes.
- Assist clients one-on-one, handling their contact and purchase information with discretion and professionalism.
- Keep fitting rooms, the sales floor and stock organized so items are accurate and easy to locate.

Reformation | Sales Associate, Beverly Hills — Aug 2025 – Present

Beverly Hills, CA

- Answered customer phone inquiries and worked with clients one-on-one to identify their needs and follow through.
- Supported inventory processing, restocking and fitting-room organization, keeping stock accurate and orderly.
- Built lasting client relationships and worked closely with the team to keep service standards high.

American Sign Language Tutor | Private Clients — Oct 2024 – Present

Beverly Hills, CA and remote

- Provide private one-on-one ASL tutoring for children, in person and over Zoom.
- Create individualized lessons on vocabulary, sentence structure, fingerspelling and conversational confidence.

Fashion Full Circle | Social Media Intern — Jul 2025 – Aug 2025

Los Angeles, CA

- Created daily social content for the store's Instagram and assisted customers with day-to-day store organization.

EDUCATION

New York University, College of Arts and Science — 2026 – Present

B.A. in History (in progress) · Pre-Law · New York, NY

Santa Monica College — 2025 – 2026

GPA 3.74 · Dean's Honor List, Fall 2025 · Santa Monica, CA

Milken Community School — High School Diploma, 2025

Los Angeles, CA

LEADERSHIP & ACTIVITIES

Senior Editor, Yearbook, Milken Community School — 2021 – 2025

- Collaborated on creative direction, cover design, student interviews, photography and publication production.

SKILLS

Office Support: Scheduling, phone and in-person inquiries, organization, inventory and records accuracy, attention to detail

Research & Writing: Historical research, analytical writing, editing

Client Relations: Discretion with client information, interpersonal communication, customer service

Languages: American Sign Language (tutor); Spanish (limited working proficiency)

Technology: Microsoft Office, Google Workspace