

EXPERIENCE

IntegraMed Fertility, Purchase, NY, December 2019-May 2020

Paralegal

- Project managed closure of a Connecticut fertility clinic, including corresponding with international and domestic patients for shipping, storage, billing, inventory, and tracking of over 800 biological specimens and medical records
- Created and implemented nationwide Unclaimed Funds procedures for company
- Managed corporate records for IntegraMed's complex corporate structure consisting of dozens of DBA's, shell companies, and subsidiaries, drafted resolutions, drafted and filed forms with Secretaries of State, coordinated with registered agent/corporate services
- Maintained database for all legal files for company including contracts between clinics, physicians, employment agreements, lawsuits, trademarks, corporate filings

Retrieval-Masters Creditors Bureau, Elmsford, NY, March 2017-June 2019

Compliance Manager

- Managed a staff of 7 direct reports
- Reduced lawsuits by 62% from 2017 to 2018
- Directed negotiations with insurance companies to cover business losses and lawsuits, managed all insurance policies for the business
- Handled complex HR matters for a company of over 100 employees including workers' compensation claims; severance agreements; interviews, termination, reviews, merit increases, and training of select executive staff; investigations of employees for violation of company policies including alcohol use and sexual harassment; conducted company-wide training on new NYS laws
- Entrusted with maintaining the confidential finances of the company and salary history of all employees
- Traveled on average every 6 months throughout the country for mediation, settlement conferences, depositions, and trials as the Corporate Representative (Seattle, Kansas City, Chicago, Ocala)
- Completed all applications for annual business renewals, annual reports, annual business audits, trade name, and assumed name renewals for all states and gathered financial information from accounting and CFO
- Managed litigation process and advised CFO and President on litigation handled by outside counsel, recommended settlement parameters or defense strategy, audited outside counsel billing, coordinated payments with insurance company and accounting, knowledge of FDCPA, TCPA, and state regulations
- Responded to all consumer complaints from the CFPB, BBB, and state and city regulatory agencies

Westchester Choice Realty, Scarsdale & Hartsdale, NY, March 2016-February 2020

Licensed NYS Real Estate Salesperson

- Sold \$1.6 million dollars of real estate within 9 months
- Negotiated sales prices of homes between buyers and sellers within the price-ranges of \$100,000-\$700,000
- Set appointments to show homes, condos, and apartments to clients in Bronx, Westchester, and Putnam Counties
- Coordinated property inspections between sellers, buyers, and agents
- Completed competitive market analyses and determines fair market value of properties and advised buyers and sellers

Allstate Insurance Company, Yonkers, NY, August 2012-March 2017

Paralegal, Special Investigations Department, Bodily Injury Department, PIP Department

- Testified in court regarding office procedures and practices
- Trained over a dozen attorneys on Adobe Acrobat Pro, e-signing, and troubleshoot their laptops, printers, and iPhones
- Reconciled company credit card for E-filing of legal documents for 6 offices across New York State
- Only paralegal to support workload of 5 attorneys, all other paralegals had workload of 2 attorneys
- Assisted investigators and attorneys in gathering evidence for potential federal lawsuits against fraudulent medical providers and doctors by reviewing medical records, coordinated Examinations Under Oath with patients and interpreters, reviewed testimony, scheduled EBT's and IME's with clients, court reporting agencies, medical providers, and interpreters
- Coordinated videoconference EUO's between Buffalo, Rochester, and Yonkers offices to reduce cost
- Managed entire answer process and all initial client interviews for new bodily injury cases for Westchester, Putnam, and Bronx Counties
- Negotiated and settled no-fault cases directly and conducted trial preparation for several no-fault trials each day which involved coordinating with medical vendors, personal investigators, doctors, claims adjusters, and attorneys
- Managed and conducted discovery on a bodily injury caseload of over 200 cases and drafted Motions to Dismiss, Subpoenas, Orders to Show Cause, Discovery Responses, various other legal documents, and evaluated Medical Reports

Steven J. Baum, P.C./Pillar Processing LLC, Amherst, NY, September 2007-July 2009

Legal Assistant, Service Department, Litigation Department, Sales Department

- Calculated upset prices on foreclosure auctions, which involved researching overdue county/city taxes, calculating variable interest rate mortgages and statutory judgment amounts due over several years of nonpayment
- Coordinated entire non-judicial foreclosure process for co-operative apartments from UCC search to public auction
- Coordinated judicial foreclosure sales, reviewed and drafted OCA affidavits, Notices of Sale, Bid Letters, Terms of Sale, Referee's Report of Sale, Transfer Tax documents, and Deeds
- Drafted Pleadings, Summons and Complaints, Affirmations of Regularity, Guardian Oaths, Notices of Appearance, Publication Notices, Affidavits of Service, and various other legal documents
- Sent out publications on mortgagors and approved publication invoices from newspapers varying from \$1,000-\$20,000

EDUCATION	TECHNICAL SKILLS	ACHIEVEMENTS	VOLUNTEER EXPERIENCE
<p>University at Buffalo</p> <ul style="list-style-type: none">• BA in Media Studies, 2012• Paralegal Studies Certificate by Millard Fillmore College, 2008	<p>HTML, CSS, Bootstrap, WordPress, MailChimp, JavaScript, NPM, jQuery, Git, GitHub, Mac and Windows OS, Microsoft Office, Google Docs, iLife, iWork, Web/Legal Research, Social Web Media, Accurant, Lexis Nexis, MLS, SEO</p>	<ul style="list-style-type: none">• Licensed NYS Real Estate Salesperson• Notary Public, Qualified in Putnam County, State of New York• Q3 2014 Performance Bonus Award, Allstate• Dual German-American citizen	<ul style="list-style-type: none">• President, Putnam Young Democrats• Secretary, Hudson Valley Stonewall Democrats• Secretary, Town of Carmel Democratic Committee