

Education:

Queens College, Flushing, NY

Bachelor of Arts – May 2011

Major: Political Science - Concentration in Law and Politics

LaGuardia Community College, Long Island City, NY

Associates in Applied Science - December 2009

Major: Paralegal Studies

New York Law School, New York, NY

Attempted 28 credits towards law degree – 2016

Attempted 16 credits towards law degree - 2018

CUNY TechWorks at Queensborough Community College

Software Development Program - Expected completion – May 2020

Full Stack Web Developer

Military Experience:

United States Marine Corp., Camp LeJeune, NC

08/2003-08/2007

Marine Corporal and Motor Transport Operator

- Honorably Discharged Veteran
- Operated and maintained tactical vehicles
- Served as unit liaison to the Defense Reutilization and Management Office
- Developed and implemented recycling and reutilization program for unit

Transportation Experience:

Uber, Lyft, Access-A-Ride, New York, NY

08/2017 –Present

Ride Share Driver

- Have maintained a rating of 4.96 out 5 stars across nearly 8,000 rides

Security Experience:

New York Eye and Ear Infirmary of Mount Sinai, New York, NY

04/2016 – 08/2017

Hospital Security Officer

- Front desk security officer tasked with assisting guests and patients during visits
- Worked with doctors, employees and guests to enforce hospital rules and regulations

SOS Security Incorporated- Barclays Capital, New York, NY

08/2012- 9/2016

Corporate Security Officer

- Lobby Front Desk Security Officer
- Loading Dock Security Officer

Risk Protective Services – Barclays Capital, New York, NY

03/2009- 08/2011

Corporate Security Officer

- Lobby Front Desk Security Officer
- Relief Officer for various security posts

T&M Protective Services – Conde Nast Publications, New York, NY

09/2008-03/2009

Corporate Security Officer

- Lobby Front Desk Security Officer
- Limited Security Operations Center experience

T&M Protective Services- Lehman Brothers, New York, NY

09/2007-09/2008

Corporate Security Officer

- Lobby and Perimeter Security Officer
 - Relief Security Officer
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Legal Experience

Forrest Solutions Outsourcing – New York City Law Department at the DOT, New York, NY 08/2012-09/2013

Contract Paralegal

- Litigation Services Legal Analyst
- Provide litigation support by researching proprietary databases and reporting findings
- Case Specifics Investigator

Axion Staffing Solutions- The Legal Aid Society, Bronx, NY

04/2012-07/2012

Investigator

- Responsible for photographic inspections and investigations
- Aided attorneys in case management and organization
- Provide motion and subpoena support
- Managed case flows across the system
- Liaised between The Department of Social Services, LAS Civil Litigation, and HHP Bronx Housing Court

Donovan & Watkins Legal Solutions - Academy Sports & Outdoor, Katy, TX

10/2011-12/2012

Compliance Paralegal (Corporate Headquarters)

- Responsible for the creation and management of over 700 legal matters
- Created detailed spreadsheet reports on compliance issues
- Tracked compliance status of over 138 stores
- Assembled information databases for compliance coordinators and analysts

Forrest Solutions Outsourcing - Paul Weiss Rifkind Wharton & Garrison, New York, NY

08/2011-10/2011

Records Management Department Team Member

- Tracked the status and history of documents and records using the Legalkey software
- Processed records for retaining and destruction
- Completed records destruction project of thousands of records in a timely manner, coordinated the storage and destruction of records with approved vendors

Yoon and Hong, Attorneys at Law, Elmhurst, NY

08/2009-12/2009

Paralegal Intern

- Assisted with the day to day operations of the office
- Screened phone calls of existing and potential clients of the firm
- Filed documents at NYC Courthouses and gained knowledge of procedures
- Utilized the NYS Unified Court System website, conducted research using Westlaw and Lexis Nexis
- Interviewed clients, collected data, maintained records and files

Activities: Veterans Of Foreign Wars – United States Marine Corps.; Past Quartermaster of Post 2348; LaGuardia Community College Paralegal Club; Secretary of the Paralegal Club, Softball

Skills: Microsoft Word, Excel, Access, PowerPoint, Lexis Nexis, WestLaw, Internet Research, Legal Research, Legalkey, Serengeti Tracker, Lotus Notes, Nuance PDF Converter Pro 7, iDocument, Adobe Pro, Cute PDF

Languages: Fluent in Spanish and English