

# OZODA USMAN

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## **OBJECTIVE:**

Legal Professional with 9+ years of experience transitioning to IT field.

## **EDUCATION & PROFESSIONAL CERTIFICATIONS:**

ASM EDUCATIONAL CENTER   Security+ Training	2016
PER SCHOLAS NCR   A+ Certification	2016
BYTE BACK ACADEMY   Microsoft Excel Specialist Certificate	2016
SAN FRANCISCO STATE UNIVERSITY   Advanced Computer Applications in the Law Firm	2012
TASHKENT STATE INSTITUTE OF LAW   LL.B. Major in Jurisprudence, GPA: 3.89	2007

## **SKILLS**

- Troubleshoot Desktop PC's, Mobile Devices, Printers and other Peripherals
- Software and Hardware Installation
- Lexis Nexis and Westlaw certified
- Excellent Communication and Customer Service Skills

## **PROFESSIONAL EXPERIENCE:**

**Legal Experience (Contract Assignments)** 2007-2013

**Legal Department at Yahoo! Inc. via Nelson Legal, Nelson & Associates, Sunnyvale, CA**

**Mary Alexander & Associates, P.C., San Francisco, CA**

**Alex Seddio & Associates, San Francisco, CA**

**Tashkent International Embassy School, Tashkent, Uzbekistan**

- Extensive experience with legal database management
- Produced responses to 45-50 subpoenas and search warrants in compliance with law enforcement requests to assist in the investigation of internet child exploitation and immigration fraud cases
- Performed legal research on key issues relating to the viability of claims in a complex construction matter
- Conducted fact development using public records and media materials to permit attorneys to determine case strategy

**Universal Protection Services, San Francisco, CA**

*Field Training Manager*

2011-2012

- Conducted specific site related training for officers at their assigned job location to cover all facets of the officers' duties and responsibilities
- Ensured security officer compliance with all policies and procedures directed by the client and the company
- Assisted Branch office personnel with payroll input, uniform inventory and re-supply, inspected company equipment and vehicles for damage, excessive wear and ensured all required maintenance is completed

**Gulyamov and Partners LLP, Tashkent, Uzbekistan**

2005-2007

*Attorney at Law*

- Identified, summarized, and made recommendations on legal issues critical to case strategy
- Advocated on behalf of clients in all stages of the litigation process
- Represented clients in the court

## **LANGUAGES:**

Fluent: Russian, Uzbek, and English