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|  | Harley Solorzano  Hsolor89@gmail.com  |    |   347-684-4031   |    |   77-26 78th St, Glendale, NY 11385 |

**EXPERIENCE:**

**Harris Beach, PLLC | New York, NY                                                                         April 2015 – Present**

*Records Supervisor (January 2020 – Present)*

* Supervise the scanning of mail/records, physical and electronic records management, and data entry activities of the offices
* Responsible for distribution of caseloads and workflow
* Coordinate and/or provide offsite scanning/data collection services as needed and advise employees at all levels to assure proper maintenance, receipt, transmittal, retrieval and disposal of records as governed by firm policies, industry standards, and regulatory requirements
* Communicate effectively and timely with attorneys, paralegals, and others as appropriate
* Oversee Purge Day activities of the offices
* Coordinate transfer of records to/from non-Harris Beach counsel when applicable, while adhering to firm policies and procedures
* Achieve high quality control standards, timely completion of tasks, and delivery of work product

*Records Coordinator (April 2015 – January 2020)*

* Coordinated the process of scanning documents along with retrieving Electronic Court Filing's using the NetDocuments document and email management platform
* Developed streamlined processes to complex filing and indexing systems ensuring accuracy and appropriate tracking measures
* Organized and collected client documents for special Attorney-Client Privileged projects
* Assisted team members with daily distribution of caseloads and workflow to maintain productivity and consistency
* Maintained quality systems to support the needs of the practice group and administrators in a fast-paced environment
* Took initiative to troubleshoot and resolve software and hardware issues throughout the department
* Digitally managed offsite records through Iron Mountain Connect

**Tek Keys, Brooklyn, NY                                                                                      May 2013 – July 2013**

*Desktop Support*

* Installed personal computers, software, and peripheral equipment
* Answered, evaluated, and prioritized incoming telephone, voicemail, email, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies
* Assisted in software and hardware upgrades with new installations
* Logged and tracked all calls using ticket tracking system

**EDUCATION:**

**DeVry College of New York, New York, NY           June 2014**

*Bachelor of Science, Computer Networking and Telecommunications*

**ACCOMPLISHMENTS:**

* Selected by the Firm's Management Committee to collect, consider and communicate the interests and concerns of the firm's diverse professional staff in all offices
* Function in an advisory capacity in the development, review and implementation of Harris Beach policies, procedures and operations, which affect professional staff across the firm
* Provide a means of communication for all professional staff and a direct line of communication with Firm leadership
* Foster and nurture a spirit of unity at Harris Beach

**SKILLS:**

*Desktop Operating Systems*: Microsoft Windows OS, Mac OS

*Software*: NetDocuments, Nuance Power PDF, Word, Outlook, Word, Excel, PowerPoint, Visio, Access/Project, Adobe (Acrobat/Photoshop/Illustrator), Android and Apple iOS, LiveNote, ChromeRiver, CloudNine (eDiscovery), DayForce

*Wired Networking (LAN/WAN)*: Switches, Routers, Modems, Network Printers and Scanners, Cabling

*Programming Language*: HTML, CSS, JavaScript

**CERTIFICATIONS:** American Red Cross CPR/AED Certification