

# Chase Shostak

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## EDUCATION

### University of Connecticut

*Bachelor of Arts in Economics, Minor in Mathematics*

Storrs, CT

May 2016

- **Relevant Coursework:** Real Estate Principles, International Trade, Money and Banking, Game Theory, Geospatial Analysis & Measurement, Calculus I & II, Multivariable Calculus

## WORK EXPERIENCE

### DiScala & DiScala Trial Lawyers, LLC

*Legal Assistant*

Norwalk, CT

September 2015 - January 2016

- Collaborated with other legal assistants to create Interrogatories reports which delved into case files and provided information to be outlined in cross examinations and depositions
- Generated Demand Letters calculating all medical expenses with a detailed description of total loss of life for clients, which effectively aided the attorneys to a settlement
- Processed medical records and totaled all medical expenses for clients
- Directly communicated with hospitals and medical groups to request medical reports and receipts and for clients
- Participated in depositions and witness cross examinations to improve the attorney's chance of a settlement or favorable ruling

### UConn Center for Students with Disabilities

*Administrative Assistant to Exam Coordinators*

Storrs, CT

September 2014 - Present

- Hire student workers for various positions within the department
- Create spreadsheets for over 400 payroll employees utilizing company database
- Service customers over the phone and in person using problem solving skills and effective communication
- Administer and proctor exams to students registered with the Center effectively streamlining the testing process
- Organize calendar and schedule appointments for all professional and graduate staff in the office

### UConn Connects

*Volunteer*

Storrs, CT

October 2013 - Present

- Mentor and assist students at the Special Olympics and Camp Horizons for the mentally handicapped
- Arrange youth activities at a local recreation center for middle school students
- Assisted in the maintenance of a livestock animal rehabilitation farm

## ACTIVITIES

### Sigma Alpha Epsilon Social Fraternity

*Treasurer, Social Chair, Member of Executive Council*

Storrs, CT

January 2014 - Present

- Established a detailed spreadsheet valuing a changing total present budget and the allocation of funds from social events, to philanthropies, to a property management budget
- Managed over \$14,000 in member dues used to organize social and philanthropy events
- Coordinated with other fraternities and sororities to host events at on campus and off campus locations
- Organized and participated in HuskyTHON, an 18 hour Dance Marathon which raised \$500,000 for Connecticut Children's Medical Center

### Real Estate Society

*Active Member*

Storrs, CT

September 2015 - Present

- Network with influential associates from finance, investment banks, and real estate development firms to develop professional relationships and learn from their experiences
- Track developments in real estate, commercial developments, and global markets and discuss emerging trends with fellow members

## TECHNICAL SKILLS & INTERESTS

Argus Certified, MicroStation 2D & 3D Auto-CAD, Microsoft Office, Skiing, Hunting, Ice Fishing, Hockey