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|  | Jessica V. Hoffman  550 B Storrs rd., Mansfield Center, CT 06250  [jess.v.hoffman@gmail.com](mailto:jess.v.hoffman@gmail.com)  860.830.0915 |

# **EDUCATION & ACTIVITIES**

**University of Connecticut;** Storrs, CT 2012-Present

MBA, School of Business, Expected May 2014

Dual Concentration: Real Estate Investment & Financing and Marketing

● **MBA Real Estate Society**

**● Completing Argus Certification in February 2013**

**● Graduate Business Association**

**Harvard University;** Cambridge, MA

Commencing Certificate of Strategic Management at the Harvard Extension School January 2013

Certificate will be completed between January 2013-May 2015

**University of Massachusetts;** Amherst, MA

BA, College of Social & Behavioral Science 2004-2007

Major: Legal Studies Minor: Anthropology

* **Chair, University of Massachusetts Policy Debate Team**
* **Center of Resources for the Emergence of Social Participation;** Dakar, Senegal

# **WORK EXPERIENCE**

**Seiger Gfeller Laurie, LLP;** West Hartford, CT

*Legal Analyst, Civil Litigation Firm*  11/2009-8/2012

Helped build business from the ground up after firm founding in 2009. Primary role was to assist in legal actions stemming from numerous civil litigation practice areas including commercial litigation, insurance and reinsurance, medical & pharmaceutical fraud, real estate, and global risk management

* Managed client relationships while building marketing and retention initiatives
* Managed overall case flow by conducting research, witness interviews,deposition preparation, drafting written discovery, pleadings, presentations, and client status reports
* Member of trial team on three successful trials and numerous arbitrations and settlements

**Babson Capital Management, LLC;** Springfield, MA

*Technology Compliance Analyst, Information and Technology Division* 11/2007-11/2009

Contracted for Security Administration Team. Assisted in management of a multi-million dollar technology budget, including contract negotiation, auditing, vendor relationship management, mergers and acquisitions, and development and implementation of compliance standards

* Developed internal audits that resulted in $80k reduction of expenditures
* Directed renegotiations on numerous contracts that resulted in $20k cost reduction

**Office of the Attorney General;** Springfield, MA

*Intern, Business & Fair Labor Bureau*  06/2006-08/2006

* Preparation of trial evidence and briefs for a $1.2M contract dispute case

# **COMMUNITY INVOLVEMENT**

Best Buddies Citizens Program ● Hartford Young Professionals Society ● Junior Achievement of Connecticut