

EMILIA LAGUCIK
59-77 60th Place
Maspeth, New York 11378
Phone: (347) 686-5186
E-mail: emilia.lagucik@gmail.com

EDUCATION

St. John's University, Jamaica, NY
B.A. in Government and Politics, May 2006
Cumulative GPA: 3.92/4.0, Dean's List 2003-2006, Magna Cum Laude
New York State Teaching Assistant Certificate, Level I-June 12, 2010.

HONORS AND ACTIVITIES

Phi Eta Sigma National Honor Society
Pi Sigma Alpha National Political Science Honor Society
Congressman Joseph P. Addabbo Scholarship
St. John's Fencing Varsity Team
The National Dean's List

PROFESSIONAL EXPERIENCE

Teacher's Assistant, Comprehensive Kids Developmental School, New York, NY, September 2010-Present.

- Make contact personally with each student in the classroom on a daily basis.
- Assist in and contribute to all classroom activities.
- Lead group and individual educational activities.
- Co-ordinate daily plans with the head teacher and contribute to program planning.
- Participate in school set-up, maintenance of the room's materials, and clean-up as needed.
- Attend and actively contribute to regular staff meetings, parent meetings, and parent-teacher conferences.
- Maintain ongoing communication with the classroom teacher in order to improve classroom operation and contribute toward professional growth.

Legal Assistant, Marzec Law Firm, P.C., Brooklyn, NY, December 2008- August 2010.

- Answering phones and filing documents.
- Scheduling court dates and appointments with clients.
- Drafting legal documents and correspondence, including adjustment of status immigration forms.
- Maintaining client database.
- Maintaining billing software.

Benefit Authorizer, Social Security Administration, Jamaica, NY, July 2006- September 2007.

- Made final determinations on the entitlement and non-entitlement to benefits, continuing entitlement to benefits, and the payment amounts thereof.
- Examined incoming correspondence, determinations of awards, supporting documents, annual reports, work notices, death notices, student forms, and a variety of other incoming information in a paperless environment.
- Made determinations to re-entitle and continue entitlement for previously entitled beneficiaries, such as life to survivor benefits, disability to retirement benefits, student benefits, etc.
- Computed the benefit payment rates in accordance with the Social Security procedures.

VOLUNTEER WORK

Volunteer, St. Padre Pio Homeless Shelter, Bronx, NY, June 2008- August 2008.

- Preparing meals for the homeless men residing at the shelter.

PROFESSIONAL DEVELOPMENT

Scholar, Ronald E. McNair Scholars Program, Jamaica, NY, September 2004- May 2006.

- Conducted summer research on the American foreign policy at St. John's University, NY.

LANGUAGES

Fluent in Polish and English.