**Jasleen Sabharwal**

68-60 Queens Blvd. Forest Hills, NY 113175 718-268-0092

email jsabharawal@tutorsonwheels.com

Entrepreneur and manager with proven business and education ability

**Relevant Work Experience**

**Tutors on Wheels, Inc. Forest Hills, NY** 2003-present

Founder and Executive Director

* Guided and led company from small tutoring service to expand to provide tutoring and other related education services under several contracts to DOE and private programs.
* Tutors on Wheels, Inc. (TOW) has served thousands of children in grades K-12 at our facilities, in public and private schools, and in their homes.
* We currently employ 60 tutors.
* Responsible for all aspects of the business, including fiscal.
* In all of our contracts, there has never been any fiscal irregularity.
* TOW has a community reputation for high quality service
* Annually, 80-90% of our students show improvement at the end of our tutoring periods.
* Designed unique feedback system, where principals and families rate our services and the service provider periodically. Use this feedback to provide training for staff, and to remove staff when necessary (very rarely).
* Strong people skills, interacting with principals, guidance counselors, other program directors, DOE, regularly
* Empathy for and strong relationships with parents of children receiving services

**KMZ Rosenman Law Firm, NY, NY** 2002-2003

Trust and Estate Administrator

* Handled trust and estates administration
* Provided accounting services relative to trusts and estates

**Fiduciary Trust Company International, NY, NY** 200-2002

Trust Administrator – Trust Department

Paralegal intern – Corporate Legal Department

**Education**

**Queens College, CUNY July, 1999**

ABA approved Paralegal Certificate

**Punjabi University, India June, 1990**

Masters’ Degree in English Literature

**Government College for Women, India May, 1980**

BA in Social Science, Economics, and Psychology