

Cheryl Pakidis

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Education

University of North Florida
Bachelor of Arts in English, Minor in Environmental Studies

Jacksonville, FL
Graduation: August 2011

Work Experience

Disney Consumer Products - Disney Publishing Worldwide

Glendale, CA

Title Analyst (contract position)

July 2012 – Present

- Responsible for title creation and royalty allocation for Disney North American Publishing
- Process roughly \$10M in contracts quarterly
- Create detailed Excel spreadsheets to track financial data for Disney Publishing
- Act as a liaison between Disney Royalty Analysts, Licensees, and Title Creation team
- Responsible for examining Publishing contracts for missing properties and initiating all contract amendments
- Work closely with Quality Assurance team to improve Disney applications and increase title creation productivity
- Successfully reached 100% posting goal across multiple quarters
- Responsible for integrating 400+ Lucasfilm Limited contracts into the Disney system

City of Los Angeles - Department of Neighborhood Empowerment

Los Angeles, CA

Legal Writer (contract position)

April 2012 – July 2012

- Managed Department's database of 6,000+ contacts ensuring optimum outreach and increased awareness for elections, events, and deadlines
- Created detailed Excel spreadsheets for Candidate Filing Forms, Vote-by-Mail Forms, and Stipulation Worksheets, keeping the Department staff and Independent Election Administrators constantly informed with the most up-to-date information
- Handled all sensitive materials for Fall 2012 Neighborhood Council Elections
- Designed, edited, and distributed weekly newsletter to 6,000+ readers
- Acted as a liaison between the Department and the Los Angeles community
- Performed daily administrative tasks including filing, faxing, answering phone calls, managing multiple email accounts for the Department, sorting mail, and ordering office supplies
- Proofread and edited bylaws for 95 Los Angeles Neighborhood Councils

LegalZoom.com

Glendale, CA

Research & Development Associate (contract position)

August 2011 – April 2012

- Edited legal documents from attorneys to ensure quality of LegalZoom products
- Created questionnaires to make LegalZoom products more accessible to customers
- Assisted on projects for Research & Development, working closely with Search Engine Marketing and Search Engine Optimization
- Performed routine Quality Assurance maintenance on external company websites to ensure customer satisfaction
- Edited and revised grammatical errors on external websites

University of North Florida Environmental Center

Project Assistant

Jacksonville, FL

March 2007 – May 2011

- Co-authored the 2011 UNF Commuting Preferences Survey, published August 2011, which is being used by the Jacksonville Transportation Authority to improve public transportation in Jacksonville, FL
- Wrote and implemented the first commuting survey for UNF on Vovici software to learn commuting habits and implement green commuting initiatives on campus and in the city of Jacksonville, FL
- Wrote the narrative text to the 2009 UNF Commuting Study
- Utilized digital media for advertising and promoting events which led to higher attendance and involvement for environmental projects on campus
- Acted as liaison between the scientific community and student body to facilitate community environmental education
- Wrote, proofread, and edited grant applications, research papers, project proposals, and press releases

National Wildlife Federation

Southeast Campus Ecology Fellow

Jacksonville, FL

January 2010 – March 2011

- Established a Climate Action Network consisting of all colleges and universities in the state of Florida, which is being used to communicate green initiatives and reduce greenhouse gas emissions across the state

Extracurricular Activities

Monterey Road Eco-Community Garden

Glendale, CA

Demonstration Garden Manager, Workshop Coordinator, Hospitality Manager, & Gardener

January 2013 – Present

- Maintain the demonstration garden to educate the public about organic gardening and sustainable practices
- Organize and host events for 70+ gardeners
- Educate the community about Urban agriculture through public workshops

University of North Florida Environmental Executive Board

Jacksonville, FL

College of Arts & Sciences Student Representative

August 2007 – May 2011

- Acted as a liaison between the Environmental Executive Board and the COAS Department

Awards

“Southeast Campus Ecology Fellow,” *National Wildlife Federation*, 2010-2011

“Local Green Hero,” Jacksonville Community Council, Inc., 2011

“Student of the Week,” First Coast News, 2011

Relevant Skills

- Expert on Mac OSX and Windows operating systems
- Expert on Microsoft Office Suite
- Strong written and oral communication skills
- Type 100 wpm