

PAUL KAZAROVSKY

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EDUCATION

New York University: College of Arts and Sciences

Bachelor of Arts in History; Minor in Media, Culture, and Communication

- GPA: 3.45/4.00

Honors: President's Service Award–Spring 2011

New York, NY

August '10 – May '14

Saratoga High School

California State Public School

Honors: AP Scholar, Honors Student

Saratoga, CA

September '06 – June '10

PROFESSIONAL EXPERIENCE

The Hurwitz Law Firm, P.C.

Paralegal / Legal Intern

New York, NY

June '14 – February '15

- Prepared first drafts of legal documents (e.g. Motions, Affidavits, Exhibits, Contracts, etc.)
- Proofread documents and checked cross-references
- Assisted with litigation projects including preparation of Court bundles
- Contacted clients regularly to keep them informed and accountable via telephone and email
- Scanned documents and letters on a daily basis to be stored in the firm's case management system

Tang Law Firm, P.C.

Office Assistant / Legal Intern

New York, NY

January '14 – May '14

- Located, acquired, and reviewed police reports, evidence, school records, and medical records
- Prepared and edited legal documents i.e. Request for Bill of Particulars
- Contacted potential clients and initiated HIPPA and retainer signing
- Performed administrative support i.e. arranged appointments, e-filed motions, phone duties, and assisted clients

Realty Elite Club, Inc.

Marketing Coordinator (part-time)

New York, NY

June '11 – December '13

- Edited website content and email-based marketing campaigns for Realty Elite Club websites
- Performed 100 cold sales calls per day
- Managed daily scheduling and route management of regional marketing initiative
- Participated in the launch of the Realty Elite Club website

SuccessFactors

Marketing / Sales Data Analyst

San Mateo, CA

July '12 – August '12

- Implemented interim data migration process using SAP's Sales OnDemand CRM platform
- Supported marketing automation and generated leads to sales division, 10-15 per hour
- Re-directed EMEA, LATAM, NA, Enterprise/Mid-Market/SMB leads based on lead scores

Jerome S. Coles Sports and Recreation Center

Operations Monitor (part-time)

New York, NY

January '11 – June '11

- Managed reception desk and answered customer inquiries about athletic training and recreation programs
- Supervised and trained customers in weight room, cardio facility, and main gymnasium hall

LEADERSHIP

NYU Ice Hockey

Offensive Player

New York, NY

August '10 – March '14

- American Collegiate Hockey Association All American and an all time leading playmaker for NYU Hockey
- Volunteer at the Ronald McDonald House of Long Island and The Holy Apostles Soup Kitchen
- NYU President's Service Award for exemplary community service initiatives and impact on NYU's campus spirit and unity

San Jose Sharks Foundation Adopt a Family Program

Skating Instructor

San Jose, CA

December '08 and '09

- Instructed underprivileged children and their parents on basic ice skating skills
- Organized various ice skating activities for the families and former San Jose Sharks players

Amor Ministries

Project Developer

San Diego, CA

April '09 – May '09

- Volunteer constructing houses for low income families in Mexico

SKILLS & INTERESTS

Computer Skills: Microsoft Excel, PowerPoint, Word, Adobe Photoshop, Google Docs, E-filing

Interests: Law, Ice Hockey, Soccer, Nutrition