

**Lourdge Paul**  
**347-307-2537**  
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**EDUCATION**

**John Jay College** - Bachelor of Science in Criminal Justice – Public Administration 2008

**TECHNICAL SUMMARY**

Microsoft Office, QuickBooks, Elite Enterprise, office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operation; i.e., phones, fax, and copier.

**EMPLOYMENT HISTORY**

**CLEARY, GOTTLIEB, STEEN, & HAMILTON LLP** New York, NY September 2014 – December 2015

**Administrative Coordinator**

- Presented partners and upper level management with findings and offer suggestions to streamline accounting, budgets, and revenue as it relates to a client's portfolio.
- Updated receivables by totaling unpaid invoices and responded to client inquiries.
- Reviewed and understood attorneys bill rate, interpret complex data and capitalize on profit through financial forecasting, budgeting with real vs. actual rates.
- Ascertained compliance with legal and contractual formalities while preparing, verifying and processing accounts payable transactions.
- Assured disbursement documents were verified and attested by firm.
- Validated the accounting statements related to payable procedures by checking and confirming the details of the submitted statements.
- Communicated directly, on the phone and via email with partners, clients, partner secretaries and others to obtain missing information, clarification of existing information, and other required data.
- Maintained and organize support for customer remittances (wire & credit card payments).
- Emailed invoices to customers on a daily basis, review and process credit memos, and reconcile client receivable balances.
- Reviewed daily cash receipts and allocate payments against specific transactions.
- Provided relevant knowledge and support to others in the Firm in a manner that increases the level of understanding of Client Accounting processes and perform other related duties as assigned.

**MILBANK, TWEED, HADLEY & McCLOY LLP** New York, NY November 2013 – July 2014 (Contract)

**Accounting Assistant**

- Verified details for accuracy and correctness, and approve for payment to vendors.
- Performed all duties related to filing of 1099 tax forms with Internal Revenue Service.

- Verified if the information given in accounts books and invoices is true. Authorize theses documents by putting firm's stamp.
- Assisted in formulating policies for monthly budget for payments, credit period, number of installments, conditions for credit period extension, bad debts management etc.
- Prepared a monthly report based on all transactions of the accounts payable department and present the true value of debts pending and debts paid.
- Prepared other reports like payment analysis, legal compliances report, reconciliation statements etc.

September 2008 to June 2013

**DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT, New York, NY**

**Executive Assistant to Deputy Director**

- Assisted the Director in providing information and assistance to the general public on a wide range of housing issues including low-cost housing options and programs.
- Assisted the Director with the development and implementation of plans, strategies and tools for effective program management.
- Worked with the Director of the unit to provide technical and procedural assistance to a staff and outside contracting project managers.
- Provided Administrative assistance to the Director and Deputy Director.
- Prepared reports, and written correspondence regarding program's performance and issues.
- Spoke with clients by phone or in person and answered questions concerning billings, referred questions to the Finance Manager, billing attorney or designated departments for investigation.
- Collaborated and communicated effectively with various departments throughout the agency.

January 2006 to June 2008

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES, New York, NY**

**General Counsel Intern**

- Organized participants' filing system, research and report missing data.
- Assisted legal department in day-to-day administrative tasks.
- Executed timely delivery of assigned legal tasks or services.
- Took legal briefs and notes; prepared correspondence, reports and datasheets.
- Received visitors and helped resolve their legal problems.
- Maintained legal documents and databases.
- Assisted and supported administrative staff and other personnel in executing their tasks and responsibilities.
- Kept records of all delinquent accounts, incomplete files, and credit risks.
- Performed legal research and wrote legal research memoranda.
- Identified/Implemented efficiency and process improvements.

**Reference available upon request**