

CHRISTINE Z. PURDY

Hoboken, New Jersey 07030 | czpurdy@gmail.com

Experience

JENNER & BLOCK; New York, NY

Legal Assistant

JULY 2015-JUNE 2017

- Performed special projects assigned by partners involving substantive legal and factual research.
- Compiled, reviewed, and analyzed data from sources such as securities filings, analyst reports, and corporate documents for attorney review.
- Prepared spreadsheets and slide decks regarding ongoing matter analyses and client engagement budgeting.
- Drafted, proofread, and fact-checked legal and factual documents for submission to court and external audiences.
- Collaborated on and assisted with trial preparation and document production.

RAWLE & HENDERSON; New York, NY

Legal Assistant

SEPTEMBER 2014-MARCH 2015

- Conducted legal research, drafted and reviewed filings for submission to court, and managed communication between court, clients, vendors and attorneys.
- Created and managed records including indexing, coding, and organizing legal documents for over 350 cases in paper and electronic filing systems.

THE FULBRIGHT PROGRAM; Kolkata, West Bengal, India

Fulbright-Nehru English Teaching Assistant

JUNE 2013-APRIL 2014

- Acted as an American Ambassador for the U.S. government to promote mutual understanding between cultures.
- Taught English as a Foreign Language, American Culture/Politics, and Women's Empowerment to more than 780 students in classes of 65-70 students per classroom.
- Collaborated with neighboring NGOs advocating for women's rights, equal rights, and access to education.
- Designed and implemented programs for underserved Bengali youths tailored to students' skill levels to further facilitate learning.
- Participated in an intensive Bangla language program with the American Institute for Indian Studies.

Education

BINGHAMTON UNIVERSITY | Vestal, NY

Bachelor of Arts with Highest Honors in Cinema Studies and English Literature & Rhetoric | May 2013

Honors

- *Summa Cum Laude* (3.86/4.00)
- Fulbright-Nehru Grant, 2013-2014
- Honors Thesis, Cinema Studies, 2013
- Independent Undergraduate Research in the Humanities Scholarship, 2012
- Phi Beta Kappa, Inducted Fall 2011

Continuing Education

- Certificate of Completion – Front-End Web Applications, Codecademy, 2018
- Certificate of Completion – Front-End Web Development, General Assembly, 2017

Skills

Computer: Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint), SharePoint.
Experience with HTML5, CSS3, JavaScript (ES5, ES6), ReactJS, NodeJS, JQuery, Github.

Photo/Video: Experience with Final Cut Studio, Adobe Creative Cloud, Lightroom and Photoshop.

Language: Limited Working Proficiency in Spanish and Elementary Proficiency in Bengali.