**Alexandra Niezabitowski**

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***Career Objectives***

Find a position as a Contracts Administrator, to utilize legal educational background as well as organizational and analytical skills.

***Work Experience***

**Law Office of Attorney Harold Resnic** Springfield, MAFall 2011

* Conducted legal research in the area of insurance compliance and contracts
* Engaged in case related communications and answered case related questions with clients
* Prepared legal documents for use in these cases, including pleadings and reports.
* Basic secretarial work, including confidential communications with clients as well as insurance and medical professionals.

**DeManche McChristian Attorneys at Law** Avon, CT Summer 2008

* Observed and participated in title searches to be used in real estate transactions
* Engaged in communications with clients
* Observed trail and mediation proceedings

**Dunstan Jewelers** Avon, CT 2007-2008, 2011-present

* General sales and customer service
* Worked proactively to prepared memorandum, invoices and purchase orders pursuant to customer and inventory demands
* Aided in marketing for and maintaining a website to be used for commercial purposes

**Girl Scouts of Connecticut** Hartford, CT 2012-present

* Works independently to input a high volume of confidential information into a database, as well as insuring information is accurate, complete, and includes all financial information for processing.
* Reviews registration forms for complete accuracy

***Education***

**Juris Doctor, 2011**

Western New England College, Springfield, MA

**Bachelor of Arts in English,**

Minor Philosophy Cum Laude, 2007

University of Hartford, West Hartford, CT

***Academic Honors***

University of Hartford Dean’s list, President’s Honors, University Fellowship, Sigma Tao Delta

(English Honors Society)

***Research***

* **Censorship and the American Publisher**, Freedom of Expression in America: Origins,

Development, and Challenges, Journal of the 2006 Humanities Seminar, University of Hartford,

2011. Conducted extensive research on the topic of First Amendment

* Protection and §514 of the Uruguay Round Agreements Act. Did similar research on the topic of

Genetic testing and Patent Law protection

* **Undergraduate Research Colloquium**: 2006, 2007 Researched and presented in two panel presentations on American Publishing and Walt Whitman

***Leadership and Selected Accomplishments***

Intellectual Property Law Association Vice President 2010-11

* Organized speakers, and presentations in the area of Intellectual Property law.
* Researched and presented specific topics in the area of Intellectual Property.

**Undergraduate Commuter Association**: Vice President 2006-2007

* Assisted in maintaining a budget, maintained recreational areas, provided guidance and assistance concerning commuter issues
* Re-drafted organizations constitution

***Other Work Experience***

**Tutor Doctor** Granby, CT 2011-present

**Barnes and Nobles** Canton, CT 2011

**Michaels**  Avon, CT 2011

**Educational Main Street** Hartford, CT2006.