Daniel Mallia

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Education:

City University of New York: Hunter College (New York, NY)
B.A. in Computer Science – Current GPA: 4.0, anticipated graduation: Spring 2020

Pre-Career Change:
Fordham University: Graduate School of Arts and Sciences (Bronx, NY)
M.A. in History, Concentration: Late Modern European History – GPA: 3.93, August 2014
Thesis: "The European Alternative: Oswald Mosley, Fascism and European Unity"

Fordham University: Fordham College at Lincoln Center (F.C.L.C.) (New York, NY)
B.A. in History, Political Science minor – *In Cursu Honorum, Magna Cum Laude* (GPA: 3.789, 4.0 in-major), May 2013

Awards and Honors:
Hunter College Dean's List (2017 - 2018)
F.C.L.C. Honors Program, F.C.L.C. Dean's List, Fordham Dean's Scholarship, Departmental Honors in History
Member of Phi Beta Kappa, Phi Kappa Phi, and Phi Alpha Theta (National History Honor Society)

Experience:

College Assistant, **Hunter College**, New York, New York (8/2018 – present)
- Serving as a discrete math undergraduate tutor/teaching assistant, assisting with recitations, exam proctoring and grading.

Pre-Career Change:
Litigation Paralegal, **McLaughlin & Stern, LLP,** New York, New York (4/2015 – 10/2017)
- Served as one of two primary litigation paralegals for the New York Office of mid-size law firm, McLaughlin & Stern, LLP. Worked with lawyers from the litigation, matrimonial, and trusts and estates law groups (approximately 15-20 attorneys total). Responsible for managing workload and time allocation to meet frequently concurrent needs.
- Charged with preparation, service and filing of legal documents: research of court rules and filing procedures; drafting, review, and editing of legal documents, from correspondence to motions and legal briefs; assembly of documents and exhibits; handling service of documents on involved parties; arranging for, or executing, paper or digital filing.
- Fulfilled critical roles in the discovery process: scanned, reviewed, bates-stamped and redacted documents for, or from, production; utilized discovery vendors where needed; participated in large document reviews for pertinent, privileged or confidential materials; aided in the drafting and review of interrogatories, document responses and privilege logs.
- Contributed to employment and class action cases by creating or modifying Excel spreadsheets in order to aggregate and analyze data. Prepared pay/salary spreadsheets and reports as needed.
- Carried out various research tasks and projects: researched court and judges' rules, decisions, statutes, case dockets and filings; sought information on involved parties such as organizational policies, prior litigation or media histories; prepared and dispatched FOIA and FOIL requests.

Volunteer/Research Assistant, **Green-Wood Cemetery,** Brooklyn, New York (Intermittent, 7/2011 – 4/2015)
- Co-managed data entry and preparation for Green-Wood's Civil War Veteran Data-Visualization Project with resident historian Jeffrey Richman: hosted, moderated, and contributed to, an immense spreadsheet on Civil War Veterans.
- Edited and improved a Green-Wood master historical-biographical list and participated in monthly volunteer days.

Skills:
- Intermediate proficiency in C++. Basic proficiency in JavaScript, HTML, CSS, Python and Arduino.
- Comfortable with UNIX-based systems and Github.
- Proficient in Microsoft Word, Excel, Powerpoint and Outlook; Adobe Acrobat Pro.
- Familiar with Relativity and FTI Ringtail e-Discovery, and WestlawNext and Lexis Advance legal research, platforms.

Independent Projects:
- Implemented Battleship using JavaScript, HTML and CSS: https://github.com/dmallia17/battleship