

Katherine R. Cardoza

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EDUCATION

University of California, Los Angeles
B.A in Psychology
Minor in Korean Language

Graduated June 2016

PROFESSIONAL EXPERIENCE

Makarem & Associates - *Employment Litigation Law Firm*
Legal Assistant | Brentwood, CA

August 2016 - Present

- Support case preparation by preparing case summaries and materials for mediation; preparing pleadings; monitoring and obtaining discovery responses.
- Manage 6-attorney staff calendar and case lists.
- Coordinate travel arrangements and firm-wide events.
- Provide information about firm services and intake new client information. Maintain client relationships and provide updates on case proceedings.
- Train new office clerks and legal assistants on firm policy and procedures.
- Assist Accounting Department with legal billing and HR Department with hiring.
- Assist in the expansion of the firm's marketing through editing and updating firm website.

Hillel at UCLA - *Jewish Student Center*

September 2015 - June 2016

Front Desk Receptionist /Administrative Clerk | Los Angeles, CA

- Welcomed visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Provided assistance to 16-member staff through administrative and clerical duties.
- Maintained security by following procedures.

UCLA Education Department

September 2014 - 2015

Audio Transcriber | Los Angeles, CA

- Transcribed audio independently for the Education Department's research on education equity in California.
- Processed research data under the guidance of a graduate student. Gained communication skills and how to work independently.

ORGANIZATIONS

Brotherhood of Alpha Phi Omega - *X-Chapter*

March 2014 - Present

Fellowship Vice President, Pledge Master, Chairman of the Advisory Committee | UCLA

- Brotherhood committed to developing leadership, fostering friendship and providing service.
- Organized and promoted the fraternity's banquet as well as other social events throughout the year.
- Organized and overlooked the recruitment of new brothers.
- Organized meetings and worked alongside other executive committee members. Provided support and guidance to executive committee members as alumni member.

SKILLS

Javascript | HTML | CSS | MySQL |Adobe Photoshop | Types 68 wpm
Microsoft Word, Excel, and Powerpoint | Conversational Spanish |Basic language skills in Korean