

Nitesh Gupta

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Skills

- Data Analysis | Report Compilation | Research Compile | Legal Research | Analyze Data | Financial Reports | Budget Requests.
- Administrative Assistant | Inventory Management | Purchasing | Clerical Tasks | Information Management
- Informational Materials | Legal Document Management | Municipal Code Management | Land Use Planning | Development
- Property Management | Section 8 Management | Communal Housing | Real Estate Strategist | 200 units managed
- Clio | Smokeball | My Case | Filevine | SmartAdvocate | Yardi | Guesty | Tenant Cloud | Hospitable | English, Punjabi, Hindi, Urdu

Professional Experience

M.S. Domingo Law Group, P.C. – (Legal Researcher)

Jan 2023 - Sept 2023

- Managed cases related to estate planning, probate, and trust litigation, cultivating a robust background in legal research and analysis. Manage trust administration and probate administration, Design estate plans from simple to complex matters.
- Duties encompassed crafting thorough memoranda and aiding attorneys in trial preparation, playing a key role in achieving favorable case resolutions. This involved delving into legal sources, conducting research, and generating memos to assist in the preparation of legal documents. Update master templates and workflow on practice management software.
- Proficient in software applications for conducting case management, including Clio, Smokeball, MyCase, Filevine, and SmartAdvocate.

GUPT VEST TRUST ESTATE – (Property/Estate Manager)

July 2016 – July 2023

- Oversaw the management of more than 200 rental units, including responsibilities in budget management, administration of affordable housing programs, stakeholder engagement, and building strategic partnerships.
- Oversee contracts, supervise tasks, and examine invoices. Coordinate and supervise onsite activities, guidance to onsite staff.
- Spearheaded a new housing project that resulted in the establishment of a communal housing business. Led in coordinating communal housing contracts with entities such as hospitals (e.g., Kaiser) and airlines (e.g., Alaska Airlines).
- My duties encompassed achieving proficiency in property management software, including Yardi, Guesty, Tenant Cloud, Hospitable, Buildium, MRI Software, and Propertyware.

GUPT VEST TRUST ESTATE – (Developer)

July 2016 – July 2023

- Oversee construction and renovation initiatives, managing tasks from design to coordinating schedules, conducting inspections across various construction phases, monitoring permits, and providing daily supervision of subcontractors.
- Ensure all project is executed in accordance with designs, budgets, and schedules; take appropriate action to minimize the impact of deviations.
- Led various construction phases, new construction (single family homes, duplex, apartment buildings)

First National Bank of Northern California (NO LONGER EXISTENCE) – (Legal Intern)

Dec 2015 – Dec 2016

- Compose guidelines for managing legal affairs, including matters such as conservators, estates, trusts, guardianships, levies, UTMA, and subpoenas.
- Evaluate current contracts for crucial information and input the details into the contract management system.
- Examine existing loan documentation, security agreements, and UCC filings. Develop checklists and customer handouts addressing common inquiries about procedures.

The Law Offices of Richard S. E. Johns (NO LONGER EXISTENCE) – (Legal Intern)

Feb 2015 – Jan 2016

- Conducted legal research and prepared summaries of relevant information. Assisted with legal documents & management.
- Researched and analyzed legal sources such as statutes, judicial decisions, and legal articles.
- Handle customer inquiries and provide excellent customer service. Maintained records of customer phone calls and emails.

Education

Juris Doctorate, J.D.

San Francisco Law School

Emeryville, CA USA

08/2018 – 05/2023

- Successfully completed the Juris Doctor program at San Francisco Law School.

Bachelor of Arts

San Francisco State University

San Francisco, CA USA

08/2014 - 06/2017

- Successfully completed Bachelor of Arts at San Francisco State University.

Others

- **The Delta Theta Phi Law Fraternity** San Francisco Law School dtp.memberclicks.net/ Feb 2023
- **WFG World Finance Group Certificate** San Jose, CA June 2015
- **Student Black Belt Degree** Bill Grossman School of Kempo Karate SSF, CA Mar 2008- Dec 2014