

**Stefan M. Podzinski**

7729 Bradenton Drive  
Charlotte, NC 28210  
(303) 842-2902  
stefanpodz@yahoo.com

---

**PROFESSIONAL SUMMARY**

**Highly motivated, hard-working and accomplished former paralegal with a North Carolina State Bar Certification aspiring to change careers and become a full-stack web developer. Currently, a stay at home father to two wonderful sons.**

---

**LEGAL EXPERIENCE**

**NEILL TRIAL LAW, LLC**

**Paralegal – Personal Injury**

**DENVER, CO**

**July 2017- July 2018**

- Worked closely with supervising attorney to assist clients in resolving a wide range of insurance and personal injury disputes.
- Assisted with creation and maintenance of client files and court filings.
- Conducted client interviews and maintained communications between clients, medical providers, and legal professionals.
- Performed general legal research for ongoing cases and potential new clients.

**MORGAN, LEWIS & BOCKIUS LLP**

**Paralegal – Investment Management Practice Group**

**WASHINGTON, DC**

**June 2014-June 2016**

- Worked within a large team of attorneys to ensure client compliance with IRS, SEC, and FINRA regulations.
- Assisted with the facilitation, creation, and maintenance of more than a 100 mutual funds and exchange-traded funds, as well as various other types of investment management companies.
- Exceeded all monthly and yearly billable hour work expectations bringing additional revenue to the firm.
- Responsible for drafting, editing, and proofreading legal correspondence, financial prospectuses, board books, as well as IRS, SEC, and FINRA filings/documents.
- Most often the first point of contact for client communications. Responsible for tracking, calendaring, and maintaining deadline driven documents and filings.
- Liaised communication between third party financial service providers and our clients.
- Performed general legal research for the team and clients.

---

**TRANSITIONAL EXPERIENCE**

**NORDSTROM**

**Service Ambassador/Sales Associate**

**TORONTO, ON/BROOMFIELED, CO**

**November 2016-May 2017/May 2010-August 2011**

- Provided front of the house customer service to incoming and outgoing customers.
- Provided support to loss prevention team. Liaised communication between loss prevention team and customers.
- Salesperson for the Rail department and later promoted to Men's Suits department.
- Met all weekly and monthly sales goals for the duration of the position.

**GENTLE GIANT MOVING COMPANY**

**Crew Chief**

**CHARLOTTE, NC**

**March 2013-April 2014**

- Managed teams of up to 6 members to assist both business and household clients to relocate throughout the Southeast.
- Accountable for project organization and communications between the client and team.

- Responsible for project documentation and financial billing.

## **DEAN NOTARIES**

### **Loan Closer/Notary Public**

**CENTENNIAL, CO**  
**APRIL 2012-OCTOBER 2012**

- Liaised communication between lenders and borrowers. Reviewed and managed lender and title documents to facilitate the closing of loans.
- Explained complex legal and financial documents to borrowers critical to closing the loan.
- Certified Notary Public for the state of Colorado notarizing loan title documents.

## **EDUCATION**

---

### **UNIVERSITY OF NORTH CAROLINA-CHARLOTTE**

Full-Stack Web Development Certificate, January 2021 - Current

### **UNIVERSITY OF NORTH CAROLINA-CHARLOTTE**

Paralegal Certificate, July 2013

### **NORTH CAROLINA STATE BAR CERTIFIED PARALEGAL**

November 2013- #CP06416

### **UNIVERSITY OF COLORADO AT BOULDER**

Bachelor of Arts, History Major, December 2011

Focus in United States History

History Club – Member

## **TECHNICAL SKILLS**

---

- Learning HTML, CSS, JavaScript, jQuery, Node.js, and React

## **OTHER SKILLS**

---

- Experienced with Microsoft Office - Word, PowerPoint, Excel, and Outlook
- Experienced with GitHub, GitLab and Google Drive

**References upon request**