



Flint Village Apts. 100-36B
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✓ B. Excellent Resume

Education

University at Buffalo Law School, SUNY

Buffalo, NY



- Juris Doctor expected 2009
- Estimated Class Rank: Top 1-15%
- *Phi Alpha Delta* Law Fraternity



Fordham University

Bronx, NY



- Bachelor of Arts in Political Science, 1996
- Graduated *Summa Cum Laude*, GPA: 3.85
- Dean's List
- Phi Kappa Phi Honor Society

Legal Experience

Jones, Day, Reavis, & Pogue

New York, NY

Litigation Project Assistant, 2004 - 2006



- Prepared trial notebooks of key documents and witness files.
- Organized, and mark and index trial exhibits.
- Performed court filings and deliveries
- Organized and file pleadings, medical records, exhibits, correspondence, investigative reports, and transcripts.
- Prepared and index key pleadings notebooks.
- Performed page checking of key documents.
- Certified key documents.

Professional Experience



Apex Communications, Inc.

Hasbrouk Heights, NJ

Medical Communicator, 2000 - 2004

- Recruited physicians to participate in interactive scientific meetings.
- Trained new medical communicators on effective recruiting techniques.
- Provided doctors with advice in the selection of products.

Hackensack Medical Center

Hackensack, NJ

Medical File Clerk, 1997 - 1999

- Maintained patient filing system.
- Analyzed medical accounts.
- Distributed information to collection agencies, insurance companies, and law firms.

