

**SUMMARY OF QUALIFICATION**

- Over three years experience as a Paralegal and Legal Assistant
- Proficient in Microsoft Word and Outlook; knowledgeable in Excel, PowerPoint, Access, Lexis-Nexis and Westlaw.
- Speak fluent Spanish and Type 50 wpm

**EDUCATION**

John Jay College of Criminal Justice  
**Bachelors of Science Degree in Legal Studies**

New York, NY  
2004

**SELECTED EXPERIENCE**

Office of the Bronx District Attorney

Bronx, NY

**Community Associate (Paralegal/Legal Assistant)**

01/06 to 11/08

- Scheduled and interviewed complainant(s) and eyewitness(es) in English/Spanish, as well as, members of law enforcement in person and/or over the telephone.
- Reviewed material evidence provided by various sources and under the supervision of an Assistant District Attorney (A.D.A.) Supervisor, drafted an accusatory instrument against defendant(s) or decline to prosecute the charges.
- Determined if, applicable, how defendants actions and/or conduct violated New York Penal Law and/or statute(s).
- Processed legal documentation including, but not limited to, New York City Police Department, District Attorney and Bronx County Criminal Court documentation.
- Managed a caseload for deadlines and readiness to proceed, including but not limited to, compliance with New York Rules and Regulation procedures.
- Assisted in the instruction of interns new support staff and new ADA's in the use of Folder Tracking System (database).

New York City Department of Consumer Affairs (DCA)

New York, NY

**Community Associate (PerDiem)(Paralegal/Legal Assistant)**

06/05 to 08/05

- Reviewed material evidence, communicated with consumers in person, over the telephone and via mail in order to assess and under supervision of a staff attorney, drafted Notice of Hearing (NOH) based on unresolved consumer complaints of alleged business violation(s) of applicable New York City Administrative Code(s).
- Applied legal and financial principles towards the satisfaction of contractual agreements.
- Verified business/vendor compliance with the Rules, Charter and Code of the City of New York by utilizing City Agencies Management Information System (CAMIS), the Internet, contact(s), past mediator's notes, documentation, etc.
- Responded to telephone and written inquiries of general DCA rules and regulations.

New York Criminal Justice Agency

New York, NY

**Legal Intern**

Summer 1998

- Advocated on qualifying defendant's behalf to the Court, District Attorney's Office and defense counsel for defendant to perform community service as an Alternative to Incarceration (ATI) on qualifying misdemeanor offences.
- Reviewed defendant's criminal record and documentation to establish program eligibility.

Office of the Bronx Borough President

New York, NY

**Ombudsman Unit Intern**

Summer 1996

- Assisted constituents by resolving complaints via telephone, mail and in person, against alleged abuses by both private and governmental agencies.
- Maintained and retrieved confidential information from agency database.