

SANDRA S. VEZIROGLU

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PROFILE

Incredibly responsible, dedicated, detail oriented and passionate employee who is a fast learner. Team oriented with exceptional time management skills and ability to work in high-stress environments. Strong leadership and public speaking skills. Ability to type over 55wpm.

EDUCATION

New Jersey Institute of Technology - Newark, NJ ***08/2021 - present***
MS in Information Systems; GPA 3.8

Montclair State University - Montclair, NJ ***01/2017 - 05/2019***
BA in Justice Studies with a concentration in Paralegal Studies
(ABA Approved Paralegal Program), GPA: 3.5 (Dean's List - 05/2019)

Bergen Community College - Paramus, NJ ***09/2014 - 12/2016***
AA in Liberal Arts

EXPERIENCE

Chasan, Lamparello, Mallon & Cappuzzo, PC - Secaucus, NJ ***04/2021 - present***

Legal Assistant - Insurance Coverage & Defense Litigation

- Prepare and file motions electronically and other pleadings (i.e Answers, Stipulation of Dismissals, Trial De Novos etc.).
- Set up independent medical examinations for plaintiffs, confirm and forward IME dates and medical records to experts for review and report. Forward missed IME invoices.
- Forward relevant documentation to adjusters.
- Forward relevant documentation to counsel.
- Set up depositions with clients, counsel and court reporters, including the drafting and calendaring of deposition notices.
- Forward and follow up on HIPAA authorizations from counsel and medical records/films from providers.
- Maintain and organize discovery/client files.
- Maintain attorney calendar.

Law Offices of Stephen P. Sinisi, Esq., LLC. - Paramus, NJ ***06/2019 - 04/2021***

Sr. Litigation & Land Use Paralegal - Civil Litigation/Land Use/Landlord-Tenant

- Maintain and organize discovery and pleadings for litigation.
- File, search/review case jackets and gather documents from eCourts.
- Assemble attorney trust account checks, release IOLTA checks to respective parties and update trust account ledgers accordingly for settlement purposes.
- Draft answers, discovery demands, discovery responses, discovery disclosures, motions, affidavit of services, and stipulations; assemble and finalize/tender letters with exhibits.
- Draft correspondences for depositions, transcripts, notice for preliminary conferences, mediations and arbitrations.
- Draft retainer letters, initial letters to plaintiff's counsel, deposition follow up demands, and letters regarding outstanding discovery.
- Draft correspondences to relevant experts and administrators enclosing client(s) application(s), form(s), plan(s), etc.
- Draft retainer letters and initial letters to opposing counsel.
- Manage firm calendar, schedule and confirm mediations, depositions, arbitrations, court appearances, and site inspections.
- Use of Excel to manually generate invoices for clients; input and proof time entries and expenses; enter payments, credits; enter new clients and close out former cases.

- Use of Sage Timeslips for electronic generation of client bills; input and proof time entries and expenses; enter payments, credits; enter new clients and close out former cases and generate bill list for attorney review and records.
- Assemble professional team (project engineer, architect, planner, etc.) to assist in compilation of relevant documentation/plans for client(s) application(s).
- Draft development applications for appropriate land use boards with riders and plans attached in accordance with Municipal deadlines.
- Gather information (property address, block(s), lot(s), name of owner(s) of project property. File client(s) development application(s) to the appropriate land use board.

Essex County Prosecutor's Office - Newark, NJ

01/2019 - 05/2019

Legal Intern - Domestic Violence Unit

- Drafted Victim Contact Sheets, Victim Locator Sheets, and Information Sheets for Prosecutors' review.
- Contacted victims to ensure attendance at Grand Jury and informed them of the criminal process.
- Organized and sorted Prosecutor File Jackets and attended trials and took notes regarding the case.

Law Office of Steven S. Genkin, Esq. - Hackensack, NJ

09/2015 - 06/2019

Legal Assistant - Civil Litigation/Matrimonial/Real Estate

- Provided administrative support to office staff and other paralegals. Organized and maintained case files.
- Entered pertinent information into client files (electronic and paper).
- Drafted answers, discovery demands, discovery responses, discovery disclosures, motions, affidavit of services, and stipulations. Assembled and finalized/tender letters with exhibits.
- Drafted correspondences for depositions, transcripts, notice for preliminary conferences, mediations, arbitrations. Drafted retainer letters, initial letters to plaintiff's counsel, deposition follow up demands.
- Search and gather documents from e-Courts. Maintain and organize discovery and pleadings for litigation.
- Manage firm calendar, confirmed mediations, depositions, arbitration hearings and court appearances.
- Composed summaries of depositions, interrogatories and testimony.
- Requested, gathered and indexed medical records, police reports and documentation for cases.
- Trained new employees and supervised work ethic/correctness in assistance with managing attorney.

ACTIVITIES

- Vice President - Sigma Alpha Lambda Honors Organization ***09/2018 - 05/2019***
- President - Honors Association for the JKW School of Honors ***09/2015 - 09/2016***
- Member - Phi Theta Kappa National Honor Society ***09/2015 - 09/2016***

LANGUAGES

- Fluent in reading, writing and speaking in Armenian
- Fluent in reading, writing and speaking in Turkish

FAMILIARITY WITH

- Microsoft Office programs
- Docker
- Webstorm
- GitHub
- Pycharm