



ESSEX TEMPORARY SERVICES^{INC}

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-382-3624

For further assistance call The Essex Companies at 212-391-1515

ET161988

EXPERIENCE

LEGAL ASSISTANT | SAMSON FINK & DUBOW LLP

FEBRUARY 2002 –
PRESENT

- **Litigation & Corporate | Real Estate:**
Responsible for assisting two partners in litigation and corporate in preparation for clients such as researching legal articles and files; organize and maintaining documents and exhibits; maintain the legal records for a wide variety of clients; gathering and arranging legal documents for attorney review and case preparation; collecting and preparing affidavits to be submitted to court; preparing filing for NYS & NYC Federal transfer tax; a liaison between client and lawyer; input of attorneys time records; prepare client bills; open and prioritize mail; organize meetings; coordinate travel arrangements.

ADMINISTRATIVE ASSISTANT | ELECTRIC LADY STUDIOS

OCTOBER 2000-
FEBRUARY 2003

- **Accountability of the expenses for both the clients budget and Electric Lady Studio's in-house expenses;** scheduling of equipment rentals per session, inventory count and releases with studio consent, organization of tapes and hard drives incoming and outgoing, heavy calendar scheduling, maintaining client and industry contacts, preserve client confidentiality, data entry and answering multiple phone lines.

SECRETARY | MORGAN STANLEY DEAN WITTER

AUGUST 1999-
OCTOBER 2000

- **Responsibilities include typing, editing, proofreading of documents, photocopying, faxing and document distribution, maintain mail, answering telephones and directing calls, liaison between the brokers and clients, maintain schedule and arrange meetings.**

ADDITIONAL EXPERIENCE

STAGE MANAGER | TEDXFULTON STREET

SEPTEMBER 2015-
PRESENT

- **A yearly presentation I have worked on three of TedxFulton Street events "Why People Say Yes or No"(2018), "Things You Can't Have" (2016); "Charge" (2015) and duties included keeping a copy of all of the scripts and stage structure which notes the occurrences in each scene; liaising between back of the house with the front of house staff; making sure crew and performers are in the right place at the right time; cuing the sound and lighting effects and giving cues for the performers to go on stage; managing props; maintaining the start and end times for all segments; open communication with all parties on sudden changes or any questions.**

STAGE MANAGER | DAME WORK, INC

JUNE 2015 –
JULY 2015

- **Stage managed the preparation for a script reading. Duties consisted of being in charge of the call sheets, scripts, collection of headshots/resumes and a liaison between actors and producers. Call sheets entailed information of where and when the actors/staff should report to on the day of the reading along with which characters the actors would be reading for, personal contact information and equipment. The day of reading assisting in setting up the location and bringing the actors into location.**

STAGE MANAGER | MMSLAM (MANHATTAN MONOLOGUE SLAM)

SEPTEMBER 2007-
JANUARY 2014

- **Collecting the details of the show, which included copies of each performers' script & props needed, notes on the performers' positions on the stage, update to any script changes, lighting and sound needed for each scene; distribution of stage setting information to all theatre departments; act as a liaison between theatre managers and front of the house staff; commence the actors in the check in process by signing of the release forms required and the collection of individual headshots from each of the performers as well as answering any questions the performers/staff may have regarding the show; cueing each performer to go on stage; maintaining and replacing props and costumes as required; handling any emergencies; and gathering of all the cast for final curtain call.**

EDUCATION

- Brooklyn College | Bachelor of Science Degree
- August 2014-2016 | Business Management

SKILLS

- Notary Public, State of New York
- Microsoft Office: Word, Excel, Outlook & One Note
- Adobe
- Mac-OS
- Illustrator
- Google Docs