

# FINANCE/JD RESUME

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6 Song Ave. Jones, NY 11221 (516)222-2323 email@yahoo.com

**Profile:** M.B.A. and a J.D. with a specialization in Finance, and 6 years general management experience. Highly motivated individual with strengths in leadership, researching skills, ability to solve problems in diverse and time pressured circumstances. Seeking a challenging position in real estate investment, corporate finance, mortgage banking, or insurance fields.

## **Education:**

**December 2003**      **M.B.A. in Finance** *Frank G. Zarb School of Business, Hofstra University, Hempstead, NY*  
**May 2002**      **J.D. in Law**, *Hofstra University School of Law, Hempstead, NY*  
**May 1999**      **B.B.A. in International Business**, *Frank G. Zarb School of Business, Hofstra University, Hempstead, NY*

## **Management Experience:**

**LONG ISLAND VOLLEYBALL ASSOCIATION**, May 1999-present      Jones Beach, NY  
*General Manager*

- Facilitate organization and scheduling of over 600 teams.
- Coordinate all public relations and create alliances with various business partners.
- Oversee the daily operation of facilities and assignment of staff.
- Handle members accounts and follow up on issues and concerns that members have.

**HOFSTRA UNIVERSITY**- Department of Residential Life, August 1998-May 2003      Hempstead, NY  
*Resident Director of the New Complex*

- Supervise the daily activities of staff comprised of Resident Assistants and Assistant Directors.
- Responsible for the overall operation and administration of residence hall, including composing program budgets, planning events, counseling students, and mediating disputes.
- Coordinate and facilitate training and recruitment of staff.

**NASSAU COUNTY**- Department of Recreation and Parks, May 1998-August 2000      East Meadow, NY  
*Lifeguard Supervisor, Swim Team Instructor*

**OUR LADY OF MERCY ACADEMY**, February 1997-June 1998      Syosset, NY  
*Head Lacrosse Coach*

## **Legal Experience:**

**LAW OFFICE OF JARED BESCHELL, ESQ.**, January 2002- July 2002      Hauppauge, NY  
*Legal Assistant*

- Worked closely with attorneys and client on all aspects of real estate cases including residential and commercial, leases and closings.
- Responsible for daily correspondence with clients, title companies, and lending institutions.
- Assisted and performed FHA, HUD, VA mortgage loan refinances and closings representing numerous banking institutions.

**CITY OF LONG BEACH**- Corporation Counsel, September 2001-December 2001      Long Beach, NY  
*Legal Intern*

- Drafted motions and attended depositions dealing with a wide range of legal issues.
- Researched and wrote memoranda on numerous issues including zoning and land use.
- Assisted attorneys in court.

**NASSAU COUNTY DISTRICT COURT**- for Judge Jonathon Kaiman, Summer 2001      Hempstead NY  
*Legal Volunteer*

- Observed extensive court proceedings consisting of trials, felony exams, sentencing, bench conferences, and mediation.
- Conducted research on landlord tenant issues.

***Additional Information:***

Proficient in the use of Lexis , Westlaw, and Microsoft Word.