**Andrew Seidenfeld**

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**OBJECTIVE: Paralegal**

* Fulltime fast-paced legal role in NYC or northern NJ in which my life experience will boost growth:
* 10 months Paralegal at international law firm handling litigations, transactions and corporate matters.
* 6 months intensive ABA-approved Paralegal Certificate program with 3.814 GPA.
* 11 years running marketing communications and professional publicity services organization.

**TECHNICAL SKILLS:**

* Case management/electronic case filing (CM/ECF), e-filing, PACER.
* Legal Research with Lexis, Westlaw. Legal Billing with Billings Pro, TimeBill. Cite-checking.
* Daylite. Dropbox. FileMaker Pro, databases. EasySoft HUD-1 Uniform Settlement Statement.
* Adept in Microsoft Office including Word, Excel, Outlook, PowerPoint. Google Sheets, Google Drive.
* IT technician, connect computer equipment, troubleshoot. Recommend information technology solutions.
* Experienced in legal writing, document production, copying, scanning, faxing. Type 61 WPM.
* Design and maintain filing systems for paper files and digital data. PC and Apple – Mac.
* Legal Translation of documents from Portuguese into English.

**PROFESSIONAL COMPETENCIES:**

* Skilled writer, editor, proofreader. Fierce proponent of correct American English grammar and spelling.
* Detail-oriented. Time Management, Organizational skills. Prioritize work. Meet competing deadlines.
* Hardworking, proactive, self-reliant, creative problem-solver. Smart.
* Excellent written and verbal communication skills. Interpersonal skills.
* Very serious about work yet also a civil, polite and fun leader. Team player.

**PROFESSIONAL EXPERIENCE:**

**Paralegal Smith and Associates**, Passaic, NJ Oct, 2014-July, 2015

* Support litigation efforts of six attorneys, mostly Greater New York City, some in Israel.
* Daily entry of my billable work drafting, reviewing and producing legal documents and filings.
* Facilitated efficient functioning of law firm with active practices in corporate transactions, collections, intellectual property and trademarks, real estate law, wealth management.
* File and e-file motions with Courts. Serve subpoenas and discovery demands on opposing counsel.
* Document production for trial. Document review. Coordinate depositions, closings, client meetings.
* Calendar Clerk: Delegate tasks to propound and to respond to Discovery by deadline.
* Librarian: Knowledge management. Maintain and update files on server.
* Legal proofreading using proofreader’s marks to detect errors in grammar, spelling. Cite checking.
* Office Manager, Legal Assistant, Legal Secretary. Correspondence.

**Director of Media Relations, Founder No Problem Productions**, Jersey City, NJ 1992-2003

* Innovated new type of professional services organization in entertainment industry for music publicity.
* A writer with considerable talent, I crafted intriguing content and compelling press releases.
* Consistently generated feature articles in *Rolling Stone*, *Billboard* and *NY Times* to promote new product.
* Directed public relations efforts for clients such as Sony BMG and EMI, on behalf of million-selling World Music recording artists such as Antonio Carlos Jobim, Yusef Lateef and Bill Monroe.
* Delegated much of the writing, pitching, status reporting. I edited and proofread.
* Organized special events. Supported and mentored staff. Developed training program.
* Owner of company: Interacted with media, clients and staff on multiple ongoing campaigns.
* Developed strong networks of relationships with 15,000 media freelancers and staffers.

**Promotions Director**  **Shanachie Entertainment**, Newton, NJ 1988-1992

* Directed simultaneous publicity campaigns for world music artists Fela Kuti, Rita Marley, Bunny Wailer.
* Created and developed the first database of media contacts for this record label.
* Executed media strategies. Created press releases and collateral material to obtain broadcast, print and online coverage of new audio and video releases, and concert tours.
* Supervised independent publicity consultants.
* After establishing an independent publicity consulting firm, Shanachie continued to retain me for years.

**Traffic Coordinator, Commercial Operations Boston Phoenix Publishing**, Boston, MA 1985-1988

* Directed trafficking of ads and promotions at largest weekly arts and entertainment newspaper in Boston.
* Communicated activities between Sales, Credit, Art and Production departments, and with senior staff.
* Tracked flow of documents, developed ad layouts as sales projections were fulfilled. Proofread copy.

**EDUCATION:**

* **Paralegal Certificate**, Fairleigh Dickinson University, Madison, New Jersey, 2015. Intellectual Property, Corporate Law, Civil Litigation, Legal Research and Writing, Criminal Law, Real Estate-Mortgages, Family Law, Estates Wills and Trusts, Ethics. Six-month, in-class ABA-approved program.
* **Bachelor of Arts: Sociology**, University of Delaware, Newark, Delaware, 1983. Minor in Psychology. Freshman Honors Program. Dean's List. Promotions Director at college radio station.

**PERSONAL:**

* LinkedIn profile: <https://www.linkedin.com/in/andrewseidenfeld>
* Board of Directors, condominium association.
* Married in 2002; closed boutique music PR firm in 2003 to collaborate on entrepreneurial ventures with wife; travelled to Brazil three times.
* 2003: Did not predict that people would stop buying the compact disc format, and later would stop buying printed newspapers and magazines. Began to translate documents from Portuguese into English, manufacture and distribute cupcakes. 2007-2014: Limousine driver. 2014: Paralegal Studies program.