

# LESLIE FISCHMAN

leslie.fischman@gmail.com | 310-560-8071 | Los Angeles, CA 90049

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## Summary

ABA Certified Paralegal with background in Financial Compliance and Risk Management, Top 100 Personal Development Blogger, and Author of Two Books to be Published (2020). Highly skilled in conducting legal research. Talented in managing complex schedules, goal setting, and office administration. Recently ran the Malibu Half Marathon (2019) & graduating February (2020) with an LLM.

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## Skills

Legal Research, Data Entry, Writing, & Blogging.

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## Experience

**Executive Assistant** | Adler & Associates Entertainment Inc. - West Hollywood, CA | 09/2018 - Current

(Internship) Auditing, Search for Contacts on IMDB and Make Excel Spreadsheets for Email Marketing, Subtitle Entries for Films, Legal Research, Submitted YouTube Take Down Requests on Behalf of my Employer, Drafted Letters, Assisted with HR creating Folders and Checklists for incoming Interns, Helped Call and Schedule Interviews.

**Marketing Manager** | Meslee Insurance Services & Farmers Insurance - Los Angeles, CA | 06/2017 - 07/2017

Responsibilities included telemarketing phone-calls to all food trucks in the area, Conducted research online to gather all the contacts and made call sheets to stay organized on excel for every call.

**Intern Paralegal** | Bag Fund Inc. - Century City, CA | 11/2014 - 08/2015

(Internship) Was given keys to the Office and eventually paid \$12/hr to be an Airbnb Housekeeper to his properties being rented. I started by Sorting Pleadings and Discovery Documents, Made Folders and Labels for Each Folder, Typed Table of Contents, Answered Phones, Corresponded with Clients for Short-Term Leases, Hosted Airbnb Rentals distributed keys and collected checks, Typed Letters, Wrote Original Letters in Defense of the Company, Hosted Clippers Parties and delivered and served food to house guests, Retrieved Documents from Real Estate Databases, Managed Email Correspondence, Sent Letters by Certified Mail.

**Intern** | Law Offices Of Jeffrey W. Steinberger - Beverly Hills, CA | 08/2012 - 12/2012

(Internship) Helped manage files to mass tort prescription drug personal injury cases, which included filing and data entry of all letters received, answered phones and took messages, organized client lists on excel for review by outside counsel. Stamped all DUI mailings to potential clients. Sat at the front desk.

**Law Clerk** | Los Angeles District Attorney's Office - Compton, CA | 07/2012 - 10/2012

(Externship) Helped provide crisis intervention services to victims of crime. Assisted Victim Advocates manage victim files, update victim information in case managers database. Answered phones, took messages, conducted victim intake interviews, filled out forms to be entered into the database, wrote requests to local law enforcement for police reports to be faxed back to us.

**Law Clerk** | Children's Law Center - Monterey Park, CA | 06/2010 - 08/2010

(Externship) Was 1 of 40 selected from over 700 applicants to serve as a law clerk to two Attorneys, Kristen Walker and Amanda Carracci. Representing children who have been abandoned, abused, and/or neglected and at risk of harm. Was trained via their orientation, and attended court every morning Summer 2010. Helped interview clients in person and over the phone, conducted status check interviews, updated client files, wrote 241.1 motions to persuade delinquency courts to maintain child's status as dependent. Wrote detailed requests to social workers investigators to visit clients and assess current placement.

**Volunteer Paralegal** | Office Of The City Attorney, Los Angeles - Los Angeles, CA | 06/2008 - 08/2009

Worked in the Civil Liability Division, supervised by two paralegals and helped prepare documents for all the Attorneys on the 6th Floor. Drafted responses to discovery requests, organized and gathered documents required to be produced. Interviewed various city personnel and prepared their written responses to interrogatories. Sat in on depositions and took notes, sent letters and drafted a motion to bifurcate and sever liability. \*Received a *Certificate of Appreciation* from LA City Attorney Rockard J. Delgadillo.

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## Education and Training

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Thomas Jefferson School of Law | Online | Expected in 02/2020  
**LLM, Masters in Law** : Financial Compliance & Risk Management (GPA: 2.85)

The University of West Los Angeles | Inglewood, CA | 01/2013  
**J.D.:** Law (GPA: 2.1, Incomplete)

Awarded a *Witken Award* Spring 2011 in Advanced Legal Writing, received an "A" in the course.

West Los Angeles College | Culver City, CA | 12/2012  
**ABA Paralegal Certificate:** (GPA: 3.687) Deans List, The President's Honor.

University of Colorado At Boulder | Boulder, CO | 12/2007  
**Bachelor of Arts:** Sociology (GPA: 3.236)

Deans List, Graduated with Departmental Honors, Cum Laude.

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## Websites, Portfolios, Profiles

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- [mymollydoll.com](http://mymollydoll.com)
- [lesliefischman.wordpress.com](http://lesliefischman.wordpress.com)
- [www.linkedin.com/in/leslie-a-fischman-03645aaa](http://www.linkedin.com/in/leslie-a-fischman-03645aaa)