

# LESLIE A. FISCHMAN

## EDUCATION

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<b>Thomas Jefferson School of Law</b> , San Diego CA LLM Masters in Law, Risk Management and Compliance	<b>June 2013 – Present</b>
<b>University of West Los Angeles School of Law</b> , Inglewood CA Juris Doctorate Candidate (Incomplete)	<b>June 2009 – January 2013</b>
<b>West Los Angeles College</b> , Culver City CA ABA Approved Paralegal Certificate Program	<b>February 2008 – December 2012</b>
<b>University of Colorado at Boulder</b> , Boulder CO Bachelor of Arts, <i>Cum Laude</i> with Departmental Honors in Sociology	<b>September 2003 – December 2007</b>

## EXPERIENCE

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<b>Adler &amp; Associates Entertainment</b> , West Hollywood CA [12hrs/6x week] Auditing, Data Entry for Marketing, Online Research, Replying to Requests and Drafting Letters, Phone Calls.	<b>September 2018 – December 2018</b>
<b>Transamerica Financial</b> , Los Angeles CA Learned Tax Filing Strategies and Attended Seminars/Training Sessions.	<b>January 2018</b>
<b>Meslee Insurance Services and Farmers Insurance</b> , Los Angeles CA <i>Marketing Manager</i> , responsibilities included telemarketing phone-calls to food trucks, and making spreadsheets.	<b>June – July 2017</b>
<b>Cizo.com</b> , Santa Monica CA <i>Paid Executive Assistant, Startup Advertising Agency, Specializing in Entertainment and Movie Trailers [Full Time]</i> –Upload Content daily onto the Website, granted access to Databases supporting Studios approved for download and upload of content to Website.	<b>April – July 2016</b>
<b>The Law Offices of John F. Nicholson</b> , Woodland Hills CA <i>Law Clerk, Civil Litigation Law Firm Specializing in Family Law, Bankruptcy, Property, &amp; Contracts [15hrs/week]</i> –Conduct research on Westlaw and prepare daily memoranda for review by Attorney, create issue outlines analyzing key issues and laws in support, draft original motions and supporting memorandum of points and authorities, answer telephone & take messages.	<b>January 2014 - 2015</b>
<b>The Law Offices of Jeffrey W. Steinberger</b> , Beverly Hills CA <i>Intern, Mass Tort Prescription Drug Personal Injury Cases [12hrs/week]</i> –Filing, data entry, organizing the office, answering phones and taking messages. Organized client lists, letters, and correspondence for mass tort prescription drug cases, and entered all client information and correspondence dates of letters in Excel Spread Sheets to be presented for review by outside counsel.	<b>August – December 2012</b>
<b>Los Angeles District Attorney's Office</b> , Compton CA <i>Extern, Victim Witness Assistance Program [16+hrs/week]</i> –Providing Crisis intervention services to victims of crime. Assisted experienced Victim Advocates manage victim files, updating Victim information in case managers databases. Multi-tasked: answering phones, taking messages, conducting Victim intake interviews and filling out forms to be entered into the database. Wrote request letters to local law enforcement for police reports to be faxed back to us.	<b>July – October 2012</b>
<b>Pioneer Events and Marketing</b> , Culver City CA <i>Marketing Representative [40-60hrs/week]</i> –Marketed professional beauty and food products at various Costco and Sam's Club locations across Southern California. Sold up to \$1,000 worth of product at Sam's Club in one day. Participated in national phone conferences by Smart Circle, to discuss marketing strategies. Anchored events for EVA and Herstyler Flatirons: kept track of all inventory, reported daily numbers back to management, set up booths & displays, trained new-hires basic marketing techniques, and was promoted to Leadership after about 6 weeks.	<b>November 2011 – March 2012</b>
<b>Southland Management Group (SMG)</b> , Long Beach CA <i>Human Resources Assistant for Acute Dialysis Services [16+hrs/week]</i> –Updated and edited employee handbook; assisted office manager with composing memos to staff; attended electronic medical records conference and outlined the stages of implementation; assisted Head Nurse with updating policies and procedures manuals; drafted memos and professional inter-office email correspondence letters.	<b>September 2010 – December 2010</b>

**Children's Law Center, Monterey Park CA**

**June – August 2010**

*Summer Law Clerk/Extern [40hrs/week]* –Represented children who have been abandoned, abused, and/or neglected and at risk of harm. Interviewed Clients daily in person and over the phone, conducting status check interviews, updated client files. Wrote 241.1 motions to persuade Delinquency Courts to maintain child's status as a dependent. Wrote detailed requests to social worker investigators to visit clients and assess current placement.

**Public Counsel, Los Angeles CA**

**October 2008 – May 2009**

*Volunteer, Community Development & Homelessness Prevention [10hrs/week]* –Conducted Client Interviews, made outreach and follow-up calls to clients. Organized pleadings, discovery files, and drafted memos.

**Office of the City Attorney, Los Angeles CA**

**June 2008 – August 2009**

*Paralegal Intern & Volunteer Paralegal –Civil Liability Division [20+hrs/week]* –Drafted responses to discovery requests, organized & gathered documents required to be produced. Interviewed various city personnel and prepared their written responses to interrogatories. Sent letters & drafted a motion to bifurcate and severe liability.

## **VOLUNTEER WORK**

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**SoCal Blue, Los Angeles CA**

**May 2019 - Present**

*Volunteer, Calendaring of Events on Wordpress.*

**OFA Organizing for Action, Los Angeles CA**

**March 2018 - Present**

*Membership, Community Engagement Fellowship Program, attend events, phone banked, and made pages on Facebook.*

**Moms Demand Action for Gun Sense in America, Santa Monica CA**

**October – December 2016**

*Volunteer, attended meetings, a film screening, and participated once in their phonebank to new volunteers.*

**Brady Campaign, Los Angeles CA**

**August 2016 - Present**

*Volunteer, Attended 1 meeting, take notes, attended Concert Across America 2016 and 09/13/18, recommended by WIIDC 2011.*

## **UNDERGRADUATE ACTIVITIES**

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***Certified Crisis Hotline Counselor***

**October 2004 – July 2007**

*MESA (Moving to End Sexual Assault) [24+hrs/month]* –On call 3-4 12/hr. shifts per month, including in-person emergency advocacy. Provided emotional support, counseling, information and referrals to clients. Assisted police officers & detectives gather client information. Attended team meetings and training sessions for new counselors. Performed administrative duties: organizing fundraising events and data entry.

***Voting Member, Board of Directors, Wardenburg Health Center***

**October 2004 – December 2006**

*Member of the University of Colorado Student Union [3hrs/week]* –Macro-managed operations of Wardenburg Health Center following Robert's Rules of Order. Evaluated indigent care cases and student insurance policies. Evaluated quarterly reports and fiscal year budgets. Considered programmatic changes to Wardenburg.

***Assistant Teacher's Assistant to Patti Adler (Professor)***

**January – May 2005**

*Deviance in US Society, University of Colorado at Boulder [3units/credit]* -1 of 10 students selected from the top of my class to teach the following semester. Wrote and graded quality exam questions and papers. Attended all lectures and taught material during weekly recitations.

***Research Assistant to Monika Hauser (Graduate Student)***

**January – May 2005**

Organized data in the lab, labeled folders, coded self-reports, and data entry.

## HONORS & RECOGNITION

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Recipient of an "A" and <i>Witkin Award for Academic Excellence</i> in Advanced Legal Writing	June 2011
Elected, Tribune & Clerk of Rolls, <i>Delta Theta Phi Law Fraternity</i> , Bernard Jefferson Senate	June 2012
Recipient, <i>Certificate of Appreciation</i> from Los Angeles City Attorney Rockard J. Delgadillo	June 2009
Researched, wrote, & defended Honor's Thesis approved by CU Boulder's Human Research Committee	December 2007
Member, <i>National Scholars Honor Society</i>	August 2007
Member, <i>Midwest Sociological Society</i> (MSS) and Research Presenter, Chicago, IL	April 2006
President, International Sociology Honors Society, CU'S Beta Chapter of <i>Alpha Kappa Delta</i> (AKD)	November - May 2005
Recipient of the <i>Helping Hands Award</i> from MESA	November 2005
University of Colorado at Boulder Women's Club Soccer Team, NIRSA National's Participant, Alabama	2003

## SKILLS & CERTIFICATES

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**ABA Certified Paralegal** **June 2012**

Received *ABA Approved Paralegal Certificate* from West Los Angeles College.

**Advanced Westlaw Certification** **July 2011**

Case Law Research, Secondary Sources, Advanced Statutory Research.

**Paralegal Training Certificates** **April 2008**

Westlaw Fundamentals, Litigation Tasks, Statutes, & Cases.