

LESLIE A. FISCHMAN

EDUCATION

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

EXPERIENCE

Senator Bob Hertzberg , Van Nuys CA [10hrs/week] Legal Research and Writing, studying millennials, in Asian Countries versus the US.	May 2019 – June 2019
pillowguy.com , West Hollywood CA [6hrs/week] Contacting blogs, websites, and models on Instagram to partner with as affiliates, for a percentage.	May 2019 – June 2019
Adler & Associates Entertainment , West Hollywood CA [12hrs/6x week] Auditing, Data Entry for Marketing, Online Research, Replying to Requests and Drafting Letters, Phone Calls.	September 2018 – December 2018
Transamerica Financial , Los Angeles CA Learned Tax Filing Strategies and Attended Seminars/Training Sessions.	January 2018
Meslee Insurance Services and Farmers Insurance , Los Angeles CA <i>Marketing Manager</i> , responsibilities included telemarketing phone-calls to food trucks, and making spreadsheets.	June – July 2017
Cizo.com , 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.	April – July 2016
Bag Fund Inc., Century City CA <i>Intern, ABA Certified Paralegal, Legal Secretary, Host, Housekeeper [25-30hrs/week+]</i> Intern Paralegal, Legal Secretary, and Personal Assistant to the President of Bag Fund and The Law Offices of Craig Cawlfeld. Sorted Pleadings and Discovery Documents, Typed Table of Contents, Answered Phones, Corresponded with Clients for Short-Term Leases, Hosted Airbnb Rentals, Typed Letters Dictated, Wrote Original Letters in Defense of the Company, Conducted Research Online, Retrieved Documents from Real Estate Databases, Managed Written and Emailed Correspondence, Sent Letters by Certified Mail, Assigned to Greet Guests and Provide Housekeeping Services to a 1.7 Million Dollar Home and Rental.	November 2014 – August 2015
The Law Offices of John F. Nicholson , Woodland Hills CA <i>Law Clerk, Civil Litigation Law Firm Specializing in Family Law, Bankruptcy, Property, & 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.	January 2014 - 2015
The Law Offices of Jeffrey W. Steinberger , 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.	August – December 2012
Los Angeles District Attorney's Office , 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	July – October 2012

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.

Pioneer Events and Marketing, Culver City CA

November 2011 – March 2012

Marketing Representative [40-60hrs/week] –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.

Southland Management Group (SMG), Long Beach CA

September 2010 – December 2010

Human Resources Assistant for Acute Dialysis Services [16+hrs/week] –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.

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

Grassroots Democrats, Los Angeles CA

May 2019 - Present

Volunteer, Letter Writing.

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

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

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

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.