

LACHENA HAZEL

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PROFESSIONAL EXPERIENCE

American Society of Heating, Refrigeration, and Air-Conditioning Engineers Inc., Atlanta, GA
Snelling Staffing Services, Atlanta, GA

Temporary Satellite Broadcast Coordinator, December 2007-May 2008

- Responsible for the coordination, marketing strategy and recruitment of engineers through satellite broadcasting and webcasting
- Played integral role in acquisition of client market share, exceeding goal of 20,000 program participants within 4 months
- Organized and managed online registration database for thousands of seminar participants worldwide enabling concise preparation of weekly registration statistics
- Utilized proprietary database to gather consumer inquiries while administering reports to management
- Successfully handled routine consumer inquiries concerning registration and programming
- Assisted in webpage creation, program development and launch for satellite broadcasting
- Collected and administered organizational information to be presented during both fiscal and annual meetings
- Constructed and maintained Excel spreadsheets for accuracy of member recruitment and productivity
- Developed managerial manual for the hiring of future ASHRAE employees
- Reviewed budget for audit preparation

Deloitte & Touché USA LLP– Office of General Counsel, New York, NY

Paralegal, September 2004-December 2007

Contract Paralegal, May 2000-September 2004

- Tracked and retrieved documents relating to multiple priorities by executing effective time management. Consistently meet deadlines
- Diligently reviewed documents for responsiveness to subpoenas and to ascertain privileged and proprietary information, safe guarding the firm's methodology from competitors
- Summarized subpoenas and complaints for department's electronic database and updated accordingly, enabling timely responses to legal pleadings
- Initiated the creation of detailed document production and privilege log indices using Microsoft Word and Excel to manage cases and organize document productions saving the firm excessive funds in duplication costs
- Effectively generated and prepared electronic documents to be produced in compliance with subpoenas using proprietary software thereby saving attorneys time in negotiations with opposing counsel
- Composed and proofread letters to counsel, memoranda and exhibits ensuring effective and accurate responses in civil litigation
- Contacted professionals within the firm, outside counsel, court personnel and others to obtain relevant information necessary in pending litigation matters
- Prepared detailed directions instructing partners and staff on the retention of documents and maintained work-product for quick availability in pending legal actions

VOLUNTEER EXPERIENCE

Jacqueline McMickens & Associates, Brooklyn, NY

Part-Time Volunteer Paralegal, July 2005-July 2007

- Utilized excellent interpersonal skills, interviewing clients and others to obtain case information, ensuring quality representation
- Efficiently drafted complaints, motions, and other legal pleadings which increased case productivity by 40 percent
- Successfully performed legal research ensuring thorough analysis of legal issues
- Revitalized record management system which enabled attorneys to focus on cases, thereby increasing efficiency
- Balanced escrow accounts in order to meet deadlines and prevent regulatory sanctions
- Accurately composed HIPPA Medical Authorizations for clients in pending legal actions
- Assisted in the preparation of real estate closing binders
- Trained new interns on office procedures

EDUCATION

John Jay College of Criminal Justice, New York, NY

Bachelor of Science in Legal Studies, 2004 Magna Cum Laude

John Jay College of Criminal Justice, New York, NY

Dispute Resolution Certificate, 2004

Newbury College, Brookline, MA

Associate of Science in Paralegal Studies, 1998 Cum Laude

Honors and Awards:

- Academic Dean's List, 2002-2003
- Academic Dean's List, 1997-1998
- Member of Who's Who Among Students in American Universities and Colleges, 1998
- Paralegal Studies Department Award, 1998

CONTINUED LEGAL EDUCATION

Electronic Discovery and Retention Guidance for Corporate Counsel, October 2007

Estate Administration, December 2007

PROFESSIONAL AFFILIATIONS

National Federation of Paralegal Associations, Georgia Chapter

Gate City Bar Association, Paralegal Section

SKILLS

Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat, Internet Explorer, Lexis/Nexis, PACER, Shepard's Citations, Case Management and Database Maintenance