

Mandel J. Dawkins

Mandel.Dawkins@law.nyls.edu ▪ (516) 712-9972 ▪ 31 Goshen Street, Elmont, New York 11003

Date: November 23, 2021

Annamarie Bondi-Stoddard
Pegalis Law Group
Managing Partner
1 Hollow Lane, Suite 107
Lake Success, NY 11042

Dear Ms. Bondi-Stoddard:

I am a second-year law student at New York Law School, and I am interested in the internship experience focused on Health Law, specifically Medical Malpractice or Product Liability. I have extensive experience conducting legal research and analysis and a strong desire to gain additional exposure in a legal health care setting.

Before law school, I sought to gain legal experience in several different settings, both in the private and public sectors. Throughout my four-year career until this point, I have developed a skill set including, but not limited to, legal memorandum preparation, contract review, and case management. I have handled confidential cases, been an integral part of six-figure settlements, and contributed toward a favorable resolution of several cases. I have consistently demonstrated organizational and management abilities coupled with the ability to work both independently and as a member of a group. My pride and work ethic ensure that my performance will always be of high quality.

During my first year at law school, I have developed research and writing skills through my coursework. Additionally, though the pandemic has made participating in outside activities slightly more challenging, I have become involved with groups such as the Metropolitan Black Bar Association and Health Law Society. I invite you to review my detailed achievements and educational highlights in the attached resume.

Please contact me at (516) 712-9972 or via email at Mandel.Dawkins@law.nyls.edu.

I appreciate your consideration, and I look forward to hearing from you soon.

Sincerely,

Mandel J. Dawkins

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EDUCATION

New York Law School, New York, NY

Juris Doctor, anticipated May 2023

Awards: Faculty Scholarship, Merit-based

Activities: Metropolitan Black Bar Association | Black Law Student Assoc., Mentorship Co-Chair | First Generation Professionals | Health Law Society | Alpha Phi Alpha Fraternity Inc. | BARBRI Student Representative

Morehouse College, Atlanta, GA

Bachelor of Arts, *cum laude*, Political Science & Philosophy, May 2013

Awards: Dorothy Compton Scholarship | Martin Luther King Scholarship | Phi Sigma Tau Philosophy Honor Society

Activities: Saint Jude Children's Hospital Publicity Chairman | Student Government Association, Senior Class Justice | Phi Mu Alpha Sinfonia Fraternity of America Inc.

EXPERIENCE

Venable-NYLS Summer Simulation Program

New York, NY

Corporate Law Practice Group Intern

6/2021-8/2021

- Researched and drafted memorandum discussing data privacy, SEC regulations, and private equity.
- Performed due diligence review and advised on relevant terms of private and public health concerns regarding the impact of COVID-19.
- Attended virtual guest lectures, legal technology training, and weekly Leadership Development sessions.

Sidrane, Schwartz-Sidrane, Perinbasekar & Littman, LLP

Rockville Centre, NY

Paralegal

5/2018 – 8/2019

- Prepared correspondence, eviction proceedings, petitions, and restoration applications.
- Reviewed all incoming legal documents and dispersed them to the appropriate parties.
- Created, monitored, and maintained closed case filing system.
- Corresponded with NYC Housing Preservation and Development for property records retrieval.

The Dearie Law Firm, P.C.

New York, NY

Paralegal/Legal Assistant

11/2016- 12/2017

- Conferred with clients to gather and track case information.
- Drafted legal correspondence and prepared mailings.
- Managed client case files and assisted legal counsel with preparing cases for trial.
- Coordinated efforts for successful outcomes in cases involving seven-figure settlements.

Gentlemen's Demeanor, LLC

New York, NY

Founder/ Chief Operation Officer

6/2013-6/2017

- Created, planned, and managed a variety of events ranging from celebratory to philanthropic.
- Provided social media support to advertise events.
- Managed projects, budgets, and on-site logistics, including travel accommodations for speakers and entertainers.
- Reviewed contract agreements for entertainers and guests.

Town of Hempstead-Town Attorney's Office

Hempstead, NY

Legal Assistant

6/2013-11/2016

- Conducted legal research on applicable case law regarding Town Code and policies.
 - Prepared case summaries and materials for mediation conferences.
 - Assisted trial proceedings by assembling evidence, organizing exhibits, scheduling witnesses, and drafting memoranda of law.
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SKILLS

LexisNexis Proficiency Certification Fall 2020 | Timeslips Billing | E-Filing and E-Courts