

Yevgeniya Gutina

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EDUCATION

NEW YORK LAW SCHOOL, New York, NY

Juris Doctor, expected May 2023

Honors: Merit-Based Scholarship

Courses: Torts, Medical Malpractice, Health Law & Policy, Drafting Litigation

WILLIAM PATERSON UNIVERSITY, Wayne, NJ

Master of Arts, *cum laude*, Public Policy and International Affairs, January 2020

GPA: 3.59

Thesis: Published work: American Exceptionalism; A Deadly Excuse for Mass Shootings

Honors: Dean's List (All Semesters)

Activities: Comparative Rights and Comparative Social Policy courses completed at The University of Cambridge, England, Summer 2017

WILLIAM PATERSON UNIVERSITY, Wayne, NJ

Bachelor of Arts, Political Science and Legal Studies, May 2017

Honors: Recipient of New Trustee Scholarship, Student Success Scholarship, Honors College Scholarship, Diane A Koonjy Pre-Law Scholarship

Activities: Member of Phi Theta Sigma – Honors Law Fraternity, Phi Sigma Alpha – The Political Science National Honors Society, Delta Phi Epsilon Sorority

LEGAL EXPERIENCE

THE LAW OFFICE OF GILBERTO GARCIA, Maywood, NJ,

Summer Legal Intern, June 2021 – August 2021

Performed in-depth legal research on immigration, personal injury, and eeoc case law. Reviewed discovery files for slip and fall accidents. Prepared discovery files. Attended numerous client meetings to assess their legal needs. Discussed case details with clients. Drafted memoranda and complaints. Reviewed, examined, and amended complaints. Acted as a translator for a Russian speaking client during an arbitration.

LEADERSHIP EXPERIENCE

THE SENIOR COMPANY, Bergen County, NJ,

Business Administrator, March 2020 – Present

Oversee administrative tasks including timesheets and organizing documentation for insurance companies. Expedite insurance and payment submissions. Research company data necessary for social media platforms. Address client concerns by phone, email, zoom, and text message to maximize satisfaction with services.

CHILD CARE PROVIDER, Bergen County, NJ, January 2014 - February 2020

COMMUNITY SERVICE

Bergen Animal Refuge, Special Olympics, Cystic Fibrosis Foundation, Fundraising for ANAD (Anorexia Nervosa and Associated Disorders) and The American Foundation for Suicide Prevention, VA Hospital Volunteer

LANGUAGE SKILLS

Fluent in Russian