

ZACHARY B. SCHWARTZ

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EDUCATION

University of Michigan

Ann Arbor, MI

Bachelor of Arts in Sociology with Highest Distinction

May 2009

GPA: Sociology: 3.95/4.00; Cumulative: 3.94/4.00

University Honors: 6 Consecutive Terms (Dec. 2005 - Apr. 2008)

James B. Angell Scholar: 3 Consecutive Academic Years (2007 - 2009)

Phi Beta Kappa

University of New South Wales

Sydney, Australia

Study Abroad Program

February 2008 - June 2008

Cumulative GPA: 3.94/4.00

WORK EXPERIENCE

Chavez & Gertler, LLP

Mill Valley, CA

Legal Assistant

August 2011 - September 2011

- Developed organizational skills, the ability to work quickly and precisely by contributing to trial preparation for a multimillion dollar personal injury action.
- Assisted attorneys with document production, excel spreadsheet production, dictation, and other office support work.

Sommers & Schwartz LLP

San Francisco, CA

Legal Research Assistant

June 2011 – August 2011

- Developed research and analytical skills by sorting and examining thousands of documents and coding for relevance.
- Developed interpersonal and adaptive skills by collaborating with other paralegals and attorneys to direct this research as document exploration and analysis progressed.
- Developed writing and communication skills by synthesizing the information from these documents and presenting attorneys with memorandums and selected exhibits on the pertinent information.

Thomas Hughes Films

San Anselmo, CA

Studio Manager/Sales Associate

November 2009 - February 2010

Director of Client Services

February 2010 - September 2010

- Developed interpersonal, salesmanship and marketing skills by contacting existing and potential clients, selling them a variety of videography packages, and acting as both the first point of contact and as the main liaison between the business and its clients, from the time before hire through delivery of their final products.
- Developed writing skills and displayed acute attention to detail by composing contracts and letters for clients and business partners, often from scratch.
- Gained an intimate knowledge of the videography and event production industries as well as an understanding of small business machinations by working closely with the business owner and the general manager on a daily basis, as well as by serving in a leadership role with the rest of the staff and working with other vendors in partnership.
- Developed interpersonal and managerial skills by delegating projects to videographers and editors, and being responsible for meeting the corresponding deadlines, as well as by speaking with unhappy clients and utilizing client and editor feedback to develop and execute plans to improve the clients' experiences and final products.
- Developed organizational skills by monitoring and securing supplies to maintain inventory.

Partners Equity Group LLC.

Marketing Assistant

Saline, MI

November 2008 - August 2009

- Developed communication skills by making cold calls to potential clients.
- Gained introductory knowledge of the finance industry by working closely with the company's Vice President of Development.

Steve and Kate's Camp LLC.

Camp Counselor

Kentfield, CA

June 2006 - August 2008 (summers)

- Created a safe and stimulating environment for children aged 4-13 by leading recreational activities, administering conflict mediation and providing other care.
- Developed communication skills, leadership skills and patience through being individually responsible for up to thirty children at once.

Kastner Banchemo LLP.

Legal Assistant

San Francisco, CA

August 2005

- Assisted lawyers in preparing for trial by organizing, copying, filing, labeling and preparing documents for courtroom presentation.
- Developed organizational skills, acute attention to detail and the ability to work well under pressure by preparing these exhibits for trial in a fast-paced, deadline-oriented, professional environment.

Drum Instructor

Self-Employed

Mill Valley, CA

January 2003 - August 2005

- Developed leadership, communication, organization and teaching skills through creating individually-directed lesson plans and giving private lessons to 8-11 year-old students.

John Kosecoff, Independent Financial Advisor

Data Entry Assistant

Corte Madera, CA

July 2005

- Developed organizational skills, computer skills and attention to detail by compiling documents and designing excel spreadsheets for keeping track of investments over time.

Todd Entertainment LLP.

Office Assistant

San Francisco, CA

August 2004 - December 2004

- Developed communication skills by contacting distributors and customers regarding merchandise orders for a small record production company.
- Developed computer skills, organizational skills and attention to detail by keeping track of inventory and assisting with merchandise room maintenance.