**DAYSI** BLANCO

[1660 Heckscher Ave. Bay Shore, NY 11706] | C: (631)838-8458 | daysiblanco25@gmail.com

**SUMMARY**

**EXPERIENCE**

Federal U.S. Court - Brooklyn, NY May 2019 –September 2019

*Legal Intern, Article III Judges (temp)*

* Assisted with law clerk duties
* Reviewed case-specific subject material and emails for Justice Korman
* Acquired a detailed knowledge of congressional operations and how it relates to the Constitution

Spectronics - Westbury, NY February 2019 – May 2019

*Marketing Coordinator (temp)*

* Supported inventory operations while maintaining key performance indicators on productivity
* Maintained company’s CRM (Visual and Access) to ensure accurate inventory and pricing data
* Developed an internal and external network to support strategic relationships and new business

Wealth Advisory Group – New York, NY August 2018 – January 2019

*Insurance Support Specialist*

* Intermediary for Advisors between new business, applications and underwriting processes
* Liaison between the Disability Division, Financial Representatives, Agents, and Brokers
* Aided the Disability Income Specialist and the Disability Division with the preparation of agendas, team meetings and client meetings
* Provided product and service information to Financial Representatives, Agents and Brokers
* Compiled Annual Agent Performance Review Portfolios for the HR Director and Managing Partners

C&C Market Research – Hicksville, NY July 2017 – August 2018

*Assistant Manager*

* Structured and implemented training, compensation structures, benefits packages, incentives and new employee orientation programs
* Assisted in data review, authorizing reports and business-oriented recommendations to the sponsoring client
* Ensured efficient communication between vendors, Corporate HQ, and Project Manages
* Acted as liaison between all recruits and Project Managers to execute the research objective

Jean M. Pagliughi, P.C. – Centerport, NY August 2015 – July 2017

*Paralegal*

* Helped reduce benefits costs by reviewing employee files and maintaining up-to-date data
* Supported and reviewed case preparations and trail proceedings while making necessary adjustments
* Maintained case costs and client disbursements for accurate invoices
* Drafted and filed all legal proceedings

**EDUCATION**

St. Joseph’s College – Patchogue, NY September 2012 – May 2016

*Bachelor of Business Administration, Minor in Psychology and Certification in Finance*

**VOLUNTEER WORK**

Melanoma Research Foundation – Washington D.C. January 2016 – Present

*Educator, Community Advocate, Political Advocate and Team Captain for Miles for Melanoma*

* Lobbied and developed action objectives to gain grant funding
* Created campaigns to inform the general public about the environmental and human impacts of Melanoma
* Produced video content to market in fundraising and awareness efforts
* Incorporated personal networks, creativity and skills to raise money, gain community involvement, and to motivate action to build and spread awareness