

MELISSA ORTIZ

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PROFESSIONAL EXPERIENCE

Cravath, Swaine & Moore LLP, New York, NY
Litigation Associate Secretary
2006 — Present

Diligently support a large litigation team of Partners, Associates and paralegals, including draft, revise, proofread and notarize various legal documents in connection with arbitration, depositions, summons, pre-trial, trial and post-trial processes; travel to trial sites in various states supporting trial site coordinators and team while maintaining court calendars, travel arrangements, and trial site set-up and breakdown; assist clients, vendors and expert witnesses as needed, and facilitate weekly team dinners; liaison between clients, vendors and attorneys; subsequently solely support retired Partner including personal banking and finances, case file management, medical claims, as well as all work related to his production company; assist Legal Personnel and Conference Center as needed; work remotely assisting with virtual program for Summer Associates, coordinate and schedule meetings and teleconferences; maintain accurate time sheets and pay vendor invoices.

Crossland Medical Review Services, Inc., Syosset, NY
Litigation Legal Secretary
2003 — 2006

Attend court testimony in all New York boroughs regarding policy and procedure for noncompliant no-fault exams; handle peer review and independent medical exam litigation requests from insurance company representatives and defense attorneys; coordinate, schedule and maintain doctor fees, schedules and attendance pertaining to court, including non-jury and jury bench trials, arbitrations, phone and office depositions; maintain and organize documents needed by doctors and defense attorneys for trials, arbitrations, and depositions; review for accuracy and notarize independent medical exam reports, peer reports and affidavits; prepare and maintain billing for litigation services.

The Hart Agency, Farmingdale, NY
Sales Representative
1994 — 2003

Promote and sell products for liquor vendors throughout Long Island, Queens and Manhattan; distribute product merchandise; complete sales reports.

Coblence & Warner, PC, Patchogue, NY
Litigation Associate Secretary
2000 — 2002

Analyze and review asbestos litigation summons and complaints to ensure credibility; summarize and prepare database entries; draft correspondence to local counsel regarding asbestos claims throughout the United States; draft and edit legal documents; maintain and enter new claims; assist with incoming service inquires; organize and maintain monthly client billing.

EDUCATION

Bernard M. Baruch College, New York, NY
2010 — 2013

Bachelor of Liberal Arts in Social Sciences
Sociology Major/Political Science Minor
GPA: 3.31

Katharine Gibbs Business School, Melville, NY
August 1996

Executive Assistant Program Certification

Notary Public, Nassau County, NY
1997 — Present

Signature Filed in New York City
Renewal Date: May 2023

Shaw Academy
May 2016

Sports and Exercise Certificate

SKILLS

Excellent interpersonal and communication skills; proficient in Microsoft Word, Excel, PowerPoint and Outlook; Chrome River, Citrix, Final Draft, Jabber, and Webex; keystroke: 70 wpm.