

VERONICA BALLADARES

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SKILLS

- Fluent in Spanish
- Microsoft Office Suite
- LexisNexis understanding
- Database Management
- WestLaw proficiency

WORK HISTORY

Legal Case Manager | Second Circuit Court of Appeals - New York, NY

08/2018 - CURRENT

- Manage case dockets by updating cases as they progress from filing through deposition.
- Review filed documents to determine conformity with court procedure, federal, and local rules.
- Generate orders and notices of deficiency.
- Answer multi-line phone system and assist high volume of case inquiries from counsel, Pro Se litigants, and the public on case status.
- Process motions pursuant to the court's Federal Rules of Appellate Procedure, Local Rules, and Clerk's Office procedures.
- Review, identify and research the accuracy, timeliness, and quality of data entered into the case record.

Office Assistant | The City College Of New York - New York, NY

06/2014 - 05/2018

- Reviewed loans and student financial aid applications for completeness.
- Maintained and updated individual student records.
- Performed data entry, filed, scanned, faxed, and answered telephone calls.

Criminal Investigator Intern | The Legal Aid Society Of New York - Bronx, NY

09/2017 - 12/2017

- Planned, managed, and conducted criminal investigations using electronic communications.
- Analyzed criminal complaints to gather evidence in the field by reviewing crime scenes, taking photos, performed background checks, and canvassed for video surveillance footage.
- Conducted interviews, located witnesses, obtained written or oral statements, requested and served subpoenas.

EDUCATION

The City College of New York, New York

05/2018

Bachelor of Arts: Political Science and International Studies

- Continuing education in Paralegal Studies