ALEXANDRA MONDLAK

 *570-905-7493*

*alexandramondlak@yahoo.com*

**EDUCATION :**

Saint Thomas University, Miami Gardens, Florida

Bachelor of Science in Criminal Justice: August 2021- Graduated Cum Laude

American University Washington College of Law, Washington D.C

Masters of Legal Studies: December 2023

**DARCO International Corporation-** Weston, FL November 2022- December 2024

***Regulatory Associate***

* Responsible for ensuring international medical device company remains compliant with industry regulations and changes in regulatory requirements.
* Develop, manage and maintain daily relationships with China factory and worldwide clientele.
* Assist company navigate regulatory approval to ensure products abide to all country and federal regulations.
* Draft and approve preparation of regulatory filings and respond to inquiries from agencies and other authorities.
* Investigate any reported violations, conduct analysis and recommend corrective action.
* Maintain comprehensive documentation of compliance activities, including policies, procedures and compliance reports.

**MORGAN & MORGAN LAW FIRM-** Plantation, FL August 2021- October 2022

***Legal Assistant***

* Perform a myriad of legal responsibilities by directly supporting Belayne Guerrero, Esq.
* Draft and prepare legal documents, i.e. contracts, motions, orders, complaints, subpoenas.
* Prepare legal research and document review.
* Responsible for saving, updating and calendaring documents pertaining to the cases.
* Research case law, case docketing and calendar watching
* Perform printing of legal documents while maintaining confidentiality.
* Manage 50+ e-files from Defendants in LegalFiles daily
* Prepare and copy internal print documents.
* Administer multiple daily in-person and phone intakes with prospective clients.
* Analyze thousands of documents while working with Partners on multi-million dollar litigation matters.
* Closing cases with or without Voluntary Dismissal when cases are settled.

**GIRL SCOUTS OF THE USA-** New York, NY (Remote) February 2021–May 2021

***Digital Cookie Customer Service Coordinator***

* Answered callers’ questions, e-mail inquiries and requests based on working knowledge of GSUSA.
* Created tickets into Salesforce Service Cloud as part of customer interaction
* Ensured a cooperative and supportive relationship with volunteers and Girl Scout Councils.
* Escalated tickets to councils and internal GSUSA staff when necessary.

**FROSS, ZELNICK, LEHRMAN& ZISSU, P.C.**-New York, NY June 2019-August 2019
***Clerical Assistant (Internship)***

* Reviewed and amended Trademark and Patent Contracts to ensure accuracy of names and addresses.
* Performed clerical duties such as filing, copying, faxingand emailing.
* Responsible for filing confidential documents; organizing electronic files and answering phone calls.
* Utilized legal research database mediums, including Westlaw.

**NEPA Inclusive-**Wilkes Barre, PA October 2018 –June 2019

***Direct Support Staff***

* Assist Director of Facility that employs mentally handicapped adolescents.
* Responsible for mentoring teens and young adults through example.
* Provide supervision while individuals complete work programs.
* Support managers with onboarding and new hire orientation programs.
* Facilitate implementation programs at small businesses.

**Office of Honorable Judge Michael Vough-**Kingston, PAJune 2018–August 2018

***(Legal Internship)***

* Shadowed Luzerne County Courtroom Staff during trials.
* Performed administrative tasks: filing, photocopying, client data entry and record maintenance.
* Scheduled and coordinated meetings and appointments for the judge.
* Submitted and monitored expense reports and handled expense issues.

 **SkillS:**

* Microsoft Office Suite (PowerPoint, Excel, Microsoft Word, Outlook)
* Salesforce
* WestLaw
* MedBoard