

Sara Wellerstein

New York, NY ▪ (917) 498-8039 ▪ swellerstein@gmail.com

EDUCATION

NEW YORK UNIVERSITY - New York, NY - Bachelor of Arts: History, Judaic Studies, May 2012

Honors: University Honors Scholar, Dean's List

Gesher Israel Club at NYU, President, 2010 - 2011

Directed a team of 8 organizing educational and social programming.

Brazil Society at NYU, Vice President, 2010 - 2011

Organized Brazilian cultural and social programming on campus.

EXPERIENCE

PARALEGAL COORDINATOR

December 2014 – April 2016

New York, NY

Wellerstein & Associates

Prepared attorneys for pre-trial representation, trained paralegal staff and coordinated workloads, liaised with clients and counsel, drafted summons and complaints, orders to show cause, subpoenas, retainers, and stipulations.

PROJECT MANAGER

November 2013 - November 2014 **Santa Cruz, CA**

Private Client

Oversaw projects from inception to completion on time and within budget, recruited and managed specialists and subcontractors, negotiated contracts and billing, executive assistance to client including research, schedule coordination and personal errands.

PROJECT COORDINATOR

February 2013 - July 2013

Tel Aviv, Israel

Rapaport Group, Information Services

Coordinated international sales team to successfully increase revenue, authored content for communication with clients, worked closely with head of department on various projects, completed administrative tasks for department.

PROJECT MANAGER

September 2012 - January 2013

Tel Aviv, Israel

Israel-Brazil Chamber of Commerce

Supervised internship team, created and published Chamber newsletter, composed and translated English, Hebrew and Portuguese content, outreach to Brazilian and Israeli associations, maintained Chamber's database, represented Chamber at international conferences.

ASSISTANT TO CHAIRMAN

September 2012 - January 2013

Tel Aviv, Israel

Forum Manof

Assistant to the co-founder and chairman of a think tank to manage teams that formulate position papers and methods to promote an agenda in the government and to arrange and coordinate conferences with party officials.

TEACHER

September 2011 - May 2012

New York, NY

High School Law Institute at New York University

Taught Constitutional Law to New York City high school students from under-resourced schools.

COMMUNITY HABILITATION TRAINER *September 2009 - January 2011*

New York, NY

HASC Center

Worked one-on-one with developmentally disabled children, developing their daily skills.

TUTOR

September 2009 - June 2010

New York, NY

America Reads and Counts

Tutored New York City schoolchildren in reading and writing in a New York City public school classroom setting.

LANGUAGES

English; Hebrew; Portuguese; Spanish