

Joelle A. Perez, Esq.
434 New York Avenue
Huntington, NY 11743
(631) 351-3501

PROFESSIONAL EXPERIENCE

Law Offices of Mark A. Cuthbertson, Huntington, NY

Litigation Associate (7/10 – Present)

Responsible for researching various legal issues, drafting motions, affidavits, briefs, memorandums of law and legal opinions in diverse areas of law including breach of contract, legal malpractice, quantum meruit, zoning issues, res judicata, easements, abandonment of property, real estate matters including foreclosures, employment discrimination, constitutional rights violations and municipal liability, among others. Represent clients in court as needed.

Juris Publishing, Inc., Huntington, NY

Editor (4/10 – Present)

Manage the editorial and production process from manuscript to press for the publication of legal books. Collaborate with authors to shape projects and refine editorial content. Supervise freelance copy editors and proofreaders.

Hofstra University, Hempstead, NY

Associate Counsel (1/03 – 12/03 & 9/08 – 9/09)

Assist the General Counsel in overseeing all aspects of the University's legal affairs. Responsibilities included litigation management, contract drafting and review, formulation of University policies, internal investigations and fact-gathering, handling of union grievances and various other labor and employment issues, student disciplinary actions, real estate matters, trusts and estates matters and research and review of general legal issues. Appeared at administrative hearings on behalf of the University, coordinated with various University departments with regard to a variety of legal matters and represented the University's legal interests at internal and external meetings as needed.

Loeb & Loeb LLP / Bingham Dana LLP, New York, NY

Litigation Associate (09/00 – 12/02)

Researched and drafted motions, appellate briefs, pleadings, affidavits, legal opinion letters and legal memorandum in various areas of law including anti-trust, copyright, trademark, bankruptcy, employment discrimination, ERISA, breach of contract, federal civil procedure, libel, slander and insurance coverage issues. Conducted client interviews and gained extensive document review experience. Awarded performance bonuses for hours billed.

The Travelers Property & Casualty Company, Melville, NY

Liability Claim Representative (7/93 – 8/97)

Evaluated, investigated and negotiated personal injury liability claims. Composed coverage disclaimers and reservation of rights letters as member of coverage determination team which required expertise in interpreting insurance contracts. Participated in litigation strategy sessions and settlement negotiation conferences with attorneys. Supervisory experience with reviewing and assigning claims.

Information Technology Analyst / Training Coordinator (4/89 – 7/93)

Implemented the conversion of manual work process and accounting systems to automated systems for clients. Facilitated and conducted classroom-type training sessions for up to 20 students per session in order to train students in the use of automated systems for the processing of various accounting and claims processing procedures and other insurance related functions. Performed troubleshooting of maintenance functions and systems changes for local and wide area networks.

Health Insurance Underwriter / Customer Service (5/86 – 4/89)

Reviewed health insurance applications to determine suitability based on medical history. Conferred with doctors to evaluate medical eligibility. Handled and resolved various customer service issues.

PHILANTHROPIC ENDEAVORS

The Golden Fund for Autism, Cold Spring Harbor, NY

Executive Director & Founder (5/07 – present)

Founder of a not-for-profit organization which provides financial assistance to children diagnosed with autism to help them access treatments and therapies not otherwise covered by insurance. Responsible for preparation and filing of all necessary legal documents, coordination and implementation of fund raising activities, oversight of corporate formalities, website design, marketing campaigns, financial record keeping, volunteer recruitment and all other aspects of running a not-for-profit organization.

EDUCATION

Hofstra University School of Law, Hempstead, NY

J.D. *With distinction*, May 2000

Honors: Hofstra Law Review; Graduated top 10%;

Dean's List & merit scholarships (all semesters)

Dowling College, Oakdale, NY

B.S. *magna cum laude*, January 1996; *Major: Professional & Liberal Studies*

Honors: Dean's List & merit scholarships (all semesters)

Financed 100% of tuition through scholarships, full-time work & employer reimbursement

SUNY College of Technology Farmingdale, Farmingdale, NY

A.A.S., January 1994; *Major: Computer Information Systems*

Honors: Dean's List (all semesters)

Financed 100% of tuition through full-time work

National Institute for Trial Advocacy

Completed Trial Techniques Program, January 1998

BAR ADMISSION / PROFESSIONAL MEMBERSHIPS

- New York State Bar – Admitted 2001
- U.S.D.C. Southern District of New York – Admitted 2010
- U.S.D.C. Eastern District of New York – Admitted 2010
- Suffolk County Women's Bar Association
- National Association of Professional Women
- National Autism Association