

Kathryn A. Scavuzzo

CONTACT

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EDUCATION

CUNY School of Professional Studies, New York, NY

Expected Graduation: Jan 2027

- Concentration: Disability Studies

American University, Washington, DC

Aug 2015-May 2019

- Concentration: Anthropology
- Certificate: College of Arts and Sciences Leadership and Ethical Development Program

EXPERIENCE

Paralegal

Sept 2019–Present

Quirk and Bakalor, P.C., Garden City, NY

- Assist with the day-to-day functions of the office operations.
- Organize and manage hard copy and electronic document files.
- Communicate with clients, law firms, court personnel, and experts on the phone and through email.
- Input monthly billing for lawyers.
- Review documents and draft summary memoranda.

Program Coordinator

Harboring and Hearts, New York, NY

Feb 2020- May 2021

- Planned and coordinated community events.
- Liaised with hospital partners to work with patients in need of transplants (heart/liver).
- Coordinated support groups for patients and their families.
- Completed emergency request forms for patients in need of financial support.
- Managed day-to-day social media posts.

Research Assistant

American University Institute on Disability and Public Policy, Washington, DC

Sept 2018-May 2019

- Conducted research on new data collections for the Convention on the Rights of Persons with Disabilities (CRPD) state report study and the state party and shadow report data on CRPD implementation.
- Coordinated meetings and took minutes for meetings, specifically for the Conference of State Parties at the United Nations.

SKILLS

- Microsoft Office Suite	- Management (Project Management)
- Tabs3	- Leadership (Ethical Leadership)
- Timesolv	- Research
- Social Media	- Communication (Public Speaking, Customer Service, Community Outreach)
- Google Suite	- Fundraising
- Zoom	- Event Planning