

Laila Gamal

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Education

CUNY COLLEGE OF TECHNOLOGY| Brooklyn,NY|Current Major of Entertainment Technology

- GPA: 3.685
- Minor: Media and Technology
- Honor's: Honor's program

Work Experience

Masoud Law Firm LLC|Brooklyn,NY| Junior Assistant Paralegal |Jan 2021 - Present day

- Responsible for scanning and labeling legal documents such as, immigration applications, passport photos, birth certification, personal ID photos...
- Directed communicative relations with clientele in several languages. (English, Arabic)
- Reviewed and edited over 50 legal documentation consisting of business contracts, proposal letters, divorce records...
- Stored starting legal drafts for clients pertaining to litigation documents.

Front Desk Secretary at Lama Driving School 2019-2021

- Direct communication skills with customers and DMV representatives on the day of road tests...
- included face to face contact, ,scheduling of all road tests and driving lessons
- Managed all organization of DMV documents such as 6hr driving certificates and copies of permits/licenses for each client.

MAS Youth Center Camp Counselor For Children 2019-2020

- Assumes responsibility for supervising children and creating a productive environment...
- Often reads stories to the children and interacts with each student's daily activities...
- Organized hands-on arts-and-crafts activities to be constructed during the day...

Skills:

-MS Word
-MS Excel
-MS PowerPoint
-Access, Photoshop, MS Teams,
-Languages- English, Arabic
-Interests- traveling, reading,researching,writing