

# CASEY BONTEMPS

Phone: (201) 824-3822 | Email: cbontemps880@gmail.com

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## PROFILE

Seeking to pursue paralegal career. As a history major, I have spent most of my academic career doing research and writing historical papers. I have engaged with research in both digital and physical mediums ranging from text to audio and visual sources. More recently, I have been serving as a judgment paralegal for Berkovich & Bouskila PLLC where I file motions and contact marshals to enforce Judgments against business that defaulted on Merchant Cash Advancement contracts. I also recently obtained my Notary Public Commission in the state of New Jersey.

## EDUCATION

**Ramapo College of New Jersey**, Mahwah, NJ, *February 2021 - May 2023*

School of Humanities and Global Studies

Bachelor of Arts in History

GPA:3.4/4.0

**Bergen Community College**, Paramus NJ, *September 2019 - June 2021*

Associate of Sciences - General Studies

Conducted independent research in historical capstone.

## WORK EXPERIENCE

**Paralegal - L Scott Berkoben P.A.**, Westwood NJ, February 5, 2024-April 1, 2024

- Drafted Deeds
- Drafted Wills
- Managed Attorney Calander
- Requested medical for numerous clients.
- Filed Expungement petitions.
- Worked on numerous estates and real estate transfers.
- Drafted complaints and participated in the litigation process for criminal matters
- Wrote job listing and communicated with local colleges.

**Berkovitch and Bouskila PLLC**, Pomona NY, *June 12, 2023 – February 2, 2024*

Judgment Paralegal

- Utilize Salesforce to update information on 100+ cases.
- E-file 50+ documents to various courts in New York utilizing NYSEF.
- Filed Notice of Entry for motions related to litigation and post litigation orders.
- Performed collectability searches utilizing TLO and TSUcredit reports.
- Communicated on the phone with numerous county clerks.
- Performed equity analysis' on properties.
- Filed Turnover petitions
- Communicate with attorneys across numerous states
- Trained a new employee
- Reviewed resumes for new hire

**DiMaria Law firm LLC**, Totowa, NJ, *January 2023 – March 2023*

Legal Intern

- Research 10+ cases involving personal injury, criminal, and immigration matters
- Organize and file cases for 20+ clients
- Establish lines of communication with various legal, medical, and commercial business
- Review personal information and draft affidavits

## VOLUNTEER EXPERIENCE

**Connex4NPO A New Jersey Non-Profit Organization**, Westwood, NJ, *April 2020 - Present*

- Assist in all aspects of food pantry operations including receiving and sorting donations on a weekly basis.
- Lead other pantry volunteers at weekly food distribution events and facilitating pantry guests as needed.
- Collaborated with other volunteers to transport food from business donors to clients
- Facilitated community engagement for receiving and distributing over 100 donations from multiple sources.