

# Gordon Latz

## **Document & Contract Review Projects**

San Francisco, CA 94102

gordonlatz@gmail.com

916-870-6035

Reviewed, analyzed, summarized, coded, indexed and input a large volume of complex corporate documents into a database utilizing Summation

Authorized to work in the US for any employer

## Work Experience

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### **Convention Staffing Associate**

Action Figures; Eastridge Workforce Solutions - San Francisco, CA

January 2010 to Present

Performed various duties as an Associate at leading Convention Staffing Company including Registration, Materials Distribution, Room Monitoring, etc. at Moscone Convention Center and premiere hotels.

### **Director of Business Development**

Legal Engineering - San Francisco, CA

January 2008 to January 2010

Managed sales staff, designed marketing strategy, created client database, supervised projects and acted as liaison to law firms for litigation support company in financial district

### **Case Assistant**

Haight Brown & Bonesteel, LLP - San Francisco, CA

November 2006 to February 2007

Indexed over 7500 documents using Summation during discovery phase of corporate asbestos case

### **Paralegal Assistant**

McKenna Long & Aldridge, LLP - San Francisco, CA

February 2005 to June 2005

Calendared plaintiff, expert and persons most knowledgeable depositions for asbestos litigation department of international corporate law firm.

### **Administrative Assistant**

Iconoclast Productions - San Francisco, CA

December 2002 to June 2004

Acted as a legal consultant and project liaison for a non-profit organization supporting primarily the musician and filmmaking population in the Fillmore district of the City.

### **Litigation File Clerk**

Bartko, Zankel, Tarrant & Miller - San Francisco, CA  
December 2001 to May 2002

Created new client/case files, indexed pleadings and discovery into computerized document management system, updated current case files, performed conflict checks.

**Associate**

Lexicon-Branding - Sausalito, CA  
June 2000 to December 2000

Performed U.S. Federal Trademark, International Trademark & Internet Domain database searches for corporate branding company, prepared legal screening reports, created and updated domain name calendar, transferred domain name ownership rights.

**Personnel Clerk**

City College of San Francisco - San Francisco, CA  
January 1999 to December 1999

Audited personnel files of faculty, performed data entry, responded to faculty inquiries regarding continuing education course registration and assisted with on-campus faculty conferences.

**Legal Assistant**

Steptoe & Johnson - Phoenix, AZ  
January 1998 to December 1998

Reviewed, analyzed, and coded complex corporate documents in relation to hazardous waste litigation, organized witness files, performed database searches, conducted privilege review.

**Law Guardian**

Legal Aid Society of New York - New York, NY  
September 1994 to September 1996

Represented Juveniles in Neglect and Abuse cases and defended them in criminal cases in New York Family Court

**Assistant District Attorney**

Queens & Bronx District Attorneys Office - New York, NY  
August 1987 to July 1994

Represented the People of the State of New York in criminal prosecutions, researched and wrote appellate briefs, delivered appellate oral argument in state and federal court, responded to defense motions, conducted evidentiary hearings and trials and delivered public addresses on behalf of the District Attorney.

**Education**

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**Business Communication**

City College of San Francisco - San Francisco, CA  
2006 to 2007

**JD**

Washington & Lee University School of Law - Lexington, VA  
1987

**BA in psychology**

University of Pennsylvania - Philadelphia, PA  
1982

**Skills**

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Microsoft Office

**Additional Information**

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Gordon Latz received his JD from Washington & Lee University School of Law and his BA from the University of Pennsylvania. Upon graduating, Gordon was employed by the New York District Attorney's Office for six years. Subsequent to his work in the DA's office, Gordon gained a wealth of experience at major law firms and corporations in different aspects of complex litigation and intellectual property law. Gordon is experienced in Summation, CompuLaw, Legal Key and various document management systems. In addition, Gordon holds Microsoft Certification.

