

Lizbeth Marquez Torres

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Pronouns: she/her/hers

EDUCATION

University of California, Los Angeles Extension
Paralegal Studies Certificate Program

Los Angeles, CA
Expected August 2023

University of California, Riverside
B.A. in English: Minor in Political Science

Riverside, CA
June 2021

- Honors: Dean's Honor List (Winter 2020, Spring 2020, Winter 2021, Spring 2021)

EXPERIENCE

Financial Industry Regulatory Authority (FINRA) ODR

Los Angeles, CA

Case Coordinator

May 2022 - Present

Contract Case Coordinator

November 2021 - May 2022

- Processes case filings such as exhibits, scheduling notices, witness lists, and extensions.
- Schedules and administers conference calls in accordance with procedures via Zoom platform.
- Processes requests, responses, and decisions to postpone hearings and reschedules hearings.
- Generates, mails, and publishes correspondence to the ODR Portal.
- Receives, consolidates and enters arbitrator rankings in the database.
- Cross-trained on Senior Case Coordinator tasks including short lists and arbitrator replacements.
- Coordinates the appointment or replacement of arbitrators in accordance with ODR procedures.
- Maintains communication with the parties and panelist regarding venue related matters such as recording devices and offsite hearing venues.
- Provides excellence customer service via email and phone including several phone calls per day.

Congressional Hispanic Caucus Institute (CHCI)

Washington, D.C.

Legislative Coordinator

August 2021-November 2021

- Placed in the Office of Congressman Mike Levin (CA-49) as part of CHCI's internship program.
- Conducted research for memorandums, one-pagers, and constituent letters.
- Attended legislative briefings covering topics ranging from immigration to climate change.
- Drafted over 20 memorandums and email correspondence to constituents on a weekly basis.
- Facilitated the sorting and distributing of office supplies, mail, and other items.
- Answered 20 or more phone calls a week by providing excellent customer service.

Qazi Law Group

Riverside, CA

Legal Intern

April 2021 - August 2021

- Assisted defense attorneys by digitizing over one hundred client files.
- Conducted case-by-case legal research in order to support ongoing cases.
- Maintained exceptional organizational skills by scanning and sorting confidential documents.
- Executed excellent customer service during client intakes and through email correspondence.
- Shadowed criminal defense attorney in the courtroom.
- Maintained detailed chronological records of pertinent events and correspondence related to specific legal issues.

UC, Riverside Government & Community Relations

Riverside, CA

Community Relations Intern

March 2021 - June 2021

- Collaborated with the student government and local representatives to host a town hall.
- Prepared and shared public comments at a meeting with members of Congress.
- Managed the department's social media by creating two posts per day for every platform.
- Provided updates of all ongoing projects at biweekly meetings.
- Created a final presentation discussing the overall internship experience and presented for a panel.

Strategic Executive Administrative Team (SEAT) at UC, Riverside

Riverside, CA

HR Assistant

June 2019 - September 2020

- Maintained several hundred employee and student personnel folders by filing confidential paperwork daily.
- Assisted the Senior HR analyst with hiring recruitments by uploading documents, arranging interviews, and creating copies to be signed through DocuSign.
- Ensured office supplies were in stock by organizing them daily.
- Provided general administrative support by greeting visitors and sorting and distributing mail.

UC Immigrant Legal Services Center

Riverside, CA

Legal Volunteer

June 2018 - September 2018

- Managed client email correspondence and phone calls by clearing the inbox every shift.
- Assisted immigration attorney with processing legal paperwork by drafting and extensively reviewing documents.
- Updated and kept track of client meetings by managing the immigration attorney's google calendar.
- Shadowed immigration attorney by participating in client meetings and legal consultations.
- Arranged and facilitated intake meetings with students seeking legal help.

LANGUAGE AND SKILLS

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- Language: Spanish (Native Speaker)
 - Computer: Microsoft Office Suite, Google Suite, Zoom, DocuSign, MATRICS, ODR Portal.
 - Social Media: Instagram, Facebook, TikTok, Twitter, LinkedIn.
 - Other: 70 WPM typing speed.