

## Alexander V. Bondarenko

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New York City, NY 11201

(401) 527-9654

### SKILLS/INTERESTS

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<b>Languages:</b>	Proficient in Russian and Italian, reading knowledge of Spanish
<b>Computer Skills:</b>	LexisNexis, Westlaw, Bloomberg Law, MS Word, Excel, PowerPoint, PC and Mac, Outlook, Lotus Notes
<b>International Experiences:</b>	Born in Gomel, Belarus, extensive travel in Russia and Belarus, semester in Milan, Italy

### EDUCATION

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<b>Brooklyn Law School, New York City, NY</b>	08/11 – Present
<ul style="list-style-type: none"><li>• Juris Doctor, expected 05/14, GPA: 3.74/4.0</li><li>• CALI Excellence Award for Legal Writing, Fall 2011</li><li>• Phi Delta Phi Honors Fraternity</li></ul>	
<b>Tufts University, Medford, MA</b>	09/05 – 05/09
<ul style="list-style-type: none"><li>• Bachelor of Arts Degree, <i>Magna cum Laude</i>, GPA: 3.66/4.0</li><li>• Major in Art History with a minor in Italian</li></ul>	
<b>Institute for the International Education of Students, Milan, Italy</b>	09/07 – 12/07

### WORK EXPERIENCE

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<b>Policyholder Services Analyst, John Hancock Life Insurance Company, Boston, MA</b>	12/10 – 08/11
<ul style="list-style-type: none"><li>• Reduced turn-around time for processing of policy inflations by streamlining procedures and modifying offshore-employee training protocols</li><li>• Interpreted insurance policy language per consumer needs and modified policy benefits according to customer requests</li></ul>	
<b>Licensing &amp; Contracting Analyst, John Hancock Life Insurance Company, Boston, MA</b>	10/09 – 12/10
<ul style="list-style-type: none"><li>• Analyzed and maintained contracting paperwork, licenses and continuing education certifications for the sale of long-term care insurance products</li><li>• Identified and communicated outstanding licensing requirements to in-house and out-of-house parties, including case managers, general agencies and agents</li><li>• Researched state statutory requirements for sale of long-term care insurance</li></ul>	
<b>Clerks Office Intern, Kent County Courthouse, Warwick, RI</b>	06/09 – 08/09
<ul style="list-style-type: none"><li>• Organized civil and criminal records, including complaints, motions and writs</li><li>• Planned and scheduled legal dockets for active and ongoing cases</li><li>• Supported judges and attorneys in completion and maintenance of civil and criminal paperwork</li></ul>	
<b>Administrative Assistant, Granoff Family Hillel Center, Medford, MA</b>	09/06 – 05/09
<ul style="list-style-type: none"><li>• Planned, marketed and executed major programming events: lectures by Nicholas Kristof, two-time Pulitzer Prize-winning <i>New York Times</i> Op-ed columnist, and Erin Brockovich; Read by the River, a literacy carnival attended by 1000 local elementary school children; Taglit-birthright, a peer-led trip to Israel that included 80 Tufts students</li><li>• Responsible for ticket sales, travel arrangements, coordinating with caterers and technical support services, advertising, and other logistics</li><li>• Supported Lauren Estes, Assistant Director, Programs and Special Initiatives</li></ul>	
<b>Tufts University Summer Scholars Apprenticeship, Tufts University, Medford, MA</b>	05/07 – 09/07
<ul style="list-style-type: none"><li>• Researched the history of connoisseurship of Italian Renaissance art and furniture during the 19<sup>th</sup> century</li><li>• Assisted Professor Cristelle Baskins in research for Fall 2008 exhibit, the <i>Triumph of Marriage</i>, at the Isabella Stewart Gardner Museum</li></ul>	
<b>President/Vice President of Publicity, Art History Society, Tufts University, Medford, MA</b>	01/06 – 05/09
<ul style="list-style-type: none"><li>• Developed, organized, advertised and executed large-scale programs such as the Art History Career Night, guest lectures, and various tours of art galleries and museums in the Boston area</li><li>• Responsible for maintenance of budget, group e-mail account and membership list</li></ul>	