**Charles Isaacs**

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### **EDUCATION**

***University of Pittsburgh School of Law,*** *Pittsburgh, PA*

Juris Doctor Candidate, Expected May, 2013

Certificate: International Law

International Bar Association (IBA): Student Committee Member

Activities: Jessup International Moot Court, National Lawyers Guild (LGBT Panel), Business and Corporate Law Ass’n

Legal Research Fellows Practicum: Professor David Herring

***Franklin and Marshall College,*** *Lancaster, PA*

Bachelor of Arts in Economics, May 2008

Minor: Asian Studies

Activities: Rugby, Men’s Accapella, Phi Kappa Sigma (Vice President), Greek Council (Social Chair)

Study Abroad: ***Tohoku Gakuin University Summer Program,*** *Sendai, Japan* (*June-July 2007)*

Studied Japanese language and culture

***London School of Economics Summer Program,*** *London, England (August 2007)*

Advanced Micro-economics

**EXPERIENCE**

***Department of Homeland Security,*** *Washington, D.C.*  ***Summer 2011***

*Law Clerk, Office of the Chief Human Capital Officer*

* Worked with the Office of General Counsel to clear statements made by the office, and its personnel
* Researched claims under the Freedom of Information Act
* Acted as information liaison between different component offices within the Department of Homeland Security
* Selected to represent the office during the “Community of Practice” symposium held by the Partnership for Public Service

***Betty Isaacs, Attorney at Law,*** *Bethlehem, PA* ***Summer 2011***

*Paralegal*

* Researched case law for Federal Third Circuit appeals
* Assisted in drafting appellate briefs regarding ineffective assistance of counsel and sentencing guidelines
* Worked with appellate clients over the phone, and through written correspondence

***Synchronoss Technologies, INC,*** *Bethlehem, PA* ***November 2008 – August 2009***

*Senior Order Representative*

* Managed a team of 5 customer service phone agents
* Monitored calls for quality, and coached agents on individual weaknesses
* Drafted reports on the productivity of the team on both an hourly and daily basis
* Answered technical queries from the processing division in India

***Callaway, Braun, Riddle and Hughes,*** *Savannah, GA* ***Summer 2006***

*Paralegal*

* Filed motions with the Magistrate, State, Superior, Probate, and Federal courts
* Assisted attorneys with non-legal research and case retrieval on matters of:
  + Insurance law
  + Worker’s compensation
  + Tybee Beach real estate law
* Re-cataloged firm archives, processed billable hours, and coordinated document transfers

**LANGUAGE**

Basic knowledge of spoken Japanese

### **ACTIVITIES AND INTERESTS**

Phi Kappa Sigma Alumni Corps.

Washington Irish Rugby Football Club