

**Matthew F. Paluch**  
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## **EDUCATION**

**Benjamin N. Cardozo School of Law**, New York, NY

Candidate for Juris Doctor, June 2014

**Activities:** Intellectual Property Law Society, OUTLaw

**SUNY University at Buffalo**, Buffalo, NY

Bachelor of Science in Accounting, May 2007

**Academic:** GPA 3.13

**Honors:** University Scholars Program

**Activities:** Resident Advisor, Orientation Aide and Team Leader, Student Recruiter, Campus Tour Guide, Freshman Peer Mentor, Tau Kappa Epsilon Fraternity - Treasurer

## **EXPERIENCE**

**Unemployment Action Center**, New York, NY

Advocate, Fall 2011

Represented claimants denied unemployment benefits in administrative hearings at the New York State Department of Labor. Interviewed claimants to obtain information in connection with appeals. Researched unemployment benefits issues and applicable New York law and reviewed complaints. Prepared claimants for direct and cross examination. Advocated on claimants' behalf before the Administrative Law Judge. Trained in administrative procedures and advocacy.

**Today's Home Service**, Brooklyn, NY

Human Resources Manager/Administrative Assistant, May 2009 to August 2011

Managed job schedules and coordinated job responsibilities for staff of 60 employees, organized interviews, hiring, and orientation programs for all new staff. Processed employee payroll and benefits, processed invoices, and performed other accounting functions. Coordinated business operations between two offices and other duties as directed by company president.

**Deloitte LLP**, New York, NY

Risk Services Consultant, June 2007 to June 2008

Executed audit analyses of financial and operational activities for industrial, trading, and entertainment clients. Performed interviews of client personnel and documented their operations. Participated in formulating client proposals with management, aimed at summarizing work to be done for potential clients. Assisted directors by managing administrative tasks at client locations.

**Wegmans Food Markets**, Buffalo, NY

Accounting Office/Front End Coordinator, June 2002 to June 2007

Managed bookkeeping records and handled cash for in store accounting department. Supervised and coordinated job duties and responsibilities of up to 50 employees. Worked closely with store management in ensuring smoothness of daily store operations. Tracked and analyzed store sales data through Microsoft Office applications.

## **OTHER EXPERIENCE**

**Obama For America**, Warren, MI

Campaign Volunteer, July 2008 to September 2008

**Brownson, Rehmus, and Foxworth LLP**, Tarrytown, NY

Office Assistant, November 2008 to February 2009