

# WILLIAM PATRICK REILEY

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## EDUCATION

**New York Law School**, New York, NY

J.D. Candidate, May 2014

GPA: 3.0

**Certification:** *LexisNexis Advanced Certification in Research Efficiency*

**Monmouth University**, West Long Branch, NJ

B.A., *magna cum laude*, Music | Concentration in Music Industry

Minors in Business Management & Marketing

GPA: 3.66

**Honors:** *Order of Omega, Gamma Sigma Alpha* (Greek Honor Societies)  
*Omicron Delta Kappa* (Senior Leadership Honor Society)

## EXPERIENCE

**Highline Data (Division of Summit Business Media)**, Hoboken, NJ

*Client Support Analyst*, June 2010 to September 2011

- Supported company serving insurance and financial sectors, which publishes detailed financial information on more than 8,000 U.S. insurance companies
- Provided insurance industry financial and market data.
- Created exclusive industry performance reports to provide the insurance market with visibility into insurers' financial strength and exposure to current events
- Led training sessions for new and prospective clients
- Trained new users on how to use company database

**Summit Business Media**, Hoboken, NJ

*Sales and Editorial Assistant*, October 2009 to May 2010

- Supported staff in range of time-sensitive projects
- Maintained hard copy and electronic filing system for the entire financial media company
- Drafted published article on Apple Co-Founder Steve Wozniak's keynote address at annual convention

**Barket Law Office**, Pottsville, PA

*Legal Assistant*, Summers 2005 to 2009

- Coordinated meetings and conferences
- Created and modified legal documents
- Maintained hard copy and electronic filing system

## ADDITIONAL EXPERIENCE

**Initiated and Managed a Business**, Neptune, NJ

*Store Manager*, September 2008 to January 2009

Participated in the creation and ongoing management of "Second Chances", a full line retail store in Neptune, N.J. This business was built for the organization *Redeem-Her*, a 501(c)(3) nonprofit corporate inmate service, designed to secure job opportunities for former female inmates who are transitioning back into society. This program was offered by Monmouth University's Entrepreneurship Department.

**BMI (Broadcast Music, Inc.)**, New York City, NY

*Intern*, June 2008 to August 2008

Worked exclusively with Writer/Publisher Relations, interacting with many of BMI's 375,000 songwriters.