

Alan Karmin C.V. Mediator – New York, New York

**Litigation Paralegal; Mediator; Divorce Coach; Adjunct Professor at
Union County College; Author; Blogger**

Karmin Paralegal Services

University of Miami

Greater New York City Area

Dynamic, innovative and creative professional with a flair for making positive things happen.

Alan is a professional mediator and seasoned paralegal and has extensive experience with appellate level cases and federal matters, especially in the areas of parental rights and foreclosure matters.

Honored by the New Jersey State Legislature for "Praiseworthy Determination and Spirit," Alan, is an award-winning writer and published author.

Alan graduated from the University of Miami, Coral Gables, Florida with a degree in Communications, and received his Paralegal Certificate from the ABA-approved program at Union County College. He was the President of the Union County College Paralegal Club and is a member of Lamda Epsilon Chi paralegal honor society, the New Jersey State Bar Association, the New Jersey Association of Professional Mediators and the Paralegal Association of New Jersey. Alan completed mediation training with NJICLE.

Alan has extensive experience in leading and managing non-profit organizations, especially in the areas of building and sustaining financial health and stability. Most recently, as the Executive Director of Literacy Volunteers of Somerset County, Alan led the organization to unprecedented growth geographically, programmatically and financially.

Alan's financial background has provided him the insight and necessity to maintain a "balanced portfolio" and create multiple revenue streams, to survive and flourish in even the toughest economy. He is adept at growing organizations...building boards and cultivating relationships and has raised over 30 million dollars during the past 12 years.

Alan has been a professional broadcaster, most recently hosting his own radio show "I've Got Issues." He has made hundreds of guest appearances on radio shows throughout the country speaking on a wide range of topics.

Experience

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Litigation Paralegal

Company Name Karmin Paralegal Services

Dates Employed 2007 – Present

Employment Duration 10 yrs

Location New Jersey

Charged with all aspects of motion practice and trial preparation as well as the appeals process. Maintain direct contact with clients, opposing law offices and judges' chambers. Work with attorneys (internal and external) and gather information from clients and others. Prepare and draft pleadings, motions, certifications, interrogatories, subpoenas, appellate briefs, NJ Supreme Court writ of certiorari and briefs, and other documents. Analyze discovery, investigative and other documents preparing summaries of same as requested.

Attorney/Law Office Clients:

The Dasaro Law Firm, Middletown, NJ
The Hill Law Group, Hackensack, NJ
Joseph A. Chang and Associates, Paterson, NJ
Franklin Montero, Passaic, NJ
Marc Weissman, Esq., West Orange, NJ
Queen & Queen, Ridgewood, NJ
David Sherman, Springfield, NJ
Rhonda J. Panken, Esq., South Orange, NJ
O'Donnell McCord, P.C., Morristown, NJ
Kirsten B. Ennis, LLC, Somerville, NJ

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Mediator

Company Name Karmin Paralegal Services

Dates Employed 2007 – Present

Employment Duration 10 yrs

Location New Jersey

NJICLE-trained mediator providing services to litigants in matrimonial and civil matters. Maintain private practice with referrals from attorneys, New Jersey Superior Court, and past clients.

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Adjunct Professor

Company Name Union County College

Dates Employed Sep 2012 – Present

Employment Duration 5 yrs 2 mos

Location Cranford, NJ

Teach Multimedia Development that encompasses all aspects of the media including print, broadcast and social media. Students are also given lessons in graphic design that incorporates the use of Adobe Photoshop.

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Executive Director

Company Name Literacy Volunteers of Somerset County

Dates Employed Oct 2007 – Jun 2012

Employment Duration 4 yrs 9 mos

Chief executive officer overseeing all daily operations. Managed program of 200+ volunteer tutors and 200+ active students accounting for over 10,000 hours of free tutoring. Responsible for 78% increase in the annual budget in the first fiscal year. Developed a short and long-term strategic and comprehensive development plan that focuses on multiple revenue streams to ensure long-term financial stability which led to the largest income ever achieved by the organization – a 400% increase of income since taking over the organization. Increased annual budget by 400% and cash reserves by 500% in a tough economic climate. Implemented new policies and procedures to strengthen programs and activities and enhance deliverables. Honored by national organization for transition of operations and financials according to “best practices” using state-of-the-art technology.

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Director

Company Name New Jersey Alliance of Family Support Organizations

Dates Employed 2007 – 2008

Employment Duration 1 yr

Served as a full-time consultant to fulfill the NJAFSO mission of providing “a statewide unified voice focused on strengthening and promoting the wellness of families of children and youth with emotional, behavioral and mental health needs.” Liaison to New Jersey’s Division of Child Behavioral Health Services. Worked with boards of the 14 local FSOs, providing training and technical assistance. Worked with researchers to assist in development of NJ State Outcome tool. Facilitated the development of Family/Professional Partnerships within the New Jersey system of care. Interfaced with other statewide family groups and legislative officials.

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Director of Development and Marketing

Company Name American Red Cross

Dates Employed 2006 – 2007

Employment Duration 1 yr

Responsible for enhancing and overseeing stewardship and cultivation programs, including planned giving, major gifts, and the annual fund, among other fundraising efforts. Engineered new strategic development plan to increase annual giving and major gifts. Utilized PR skills and connections to increase visibility of Chapter in the media. Cleaned up database and implemented new database program; oversaw streamlining of mail campaign to maximize efforts and minimize costs; cultivated new relationships; spearheaded campaign to increase revenue of clothing donation bin initiative by 600%.

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Executive Director of Development

Company Name Bloomfield College

Dates Employed 2004 – 2005

Employment Duration 1 yr

Cultivated relationships and spearheaded initiatives for long-term giving. Developed and initiated comprehensive development plan to meet and surpass both short and long-term initiatives. Responsible for Annual Fund campaign, Major Gifts and Planned Giving, as well as Corporate and Foundation Giving. Coordinated exhaustive fundraising efforts including direct mail, e-mail and phone solicitations. Initiated and oversaw start-up of Online Giving. Worked to re-establish Bloomfield College Alumni Association after it had been moribund for over 10 years. Increased donor participation by 15% for the Bloomfield College Annual Fund Campaign. Employed marketing and PR strategies that brought back donors who hadn't given in a while, brought on board many first-time donors, and drew many donors who decided to give a "second" gift.

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Manager of Foundations and Grant Development

Company Name Easter Seals New Jersey

Dates Employed 2002 – 2004

Employment Duration 2 yrs

Responsible for developing strategies, cultivating relationships and creating initiatives to establish, secure, and maintain major donor base. Researched and wrote grant proposals directed at private foundations and corporations, as well as the state and federal governments for funding of all programs and services provided by the organization. Wrote and obtained \$18M federal grant. Increased private grant funding by 500% in first year. Optimized investment portfolio resulting in 400% increase in fund output.

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Marketing Communications Manager

Company Name National Insurance Programs

Dates Employed 2001 – 2002

Employment Duration 1 yr

Worked directly with CEO and COO to establish strategic objectives for firm. Developed and executed marketing and public relations plans. Increased client leads through reciprocal web-links with other organizations. Supervised all corporate written materials. Reviewed, edited, and authored press materials and marketing materials. Designed graphics for logos and national ad campaign.

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SIEMENS

Marketing and Public Relations Specialist

Company Name Siemens AG

Dates Employed 2000 – 2001

Employment Duration 1 yr

Provided creative direction for product literature copy and assisted with graphic design. Speech writer for executives. Developed and executed successful national marketing and public relations campaigns. Planned and coordinated creative marketing events. Authored press materials, and promotional and educational literature

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Commodities Trader

Company Name Self-employed

Dates Employed 1997 – 1999

Employment Duration 2 yrs

Traded commodities futures and options. Researched and analyzed trends.

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Basketball and Softball Coach

Company Name Highland Park High School

Dates Employed 1996 – 1996

Employment Duration less than a year

Location Highland Park, NJ

Coached boys basketball and girls softball.

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Teacher and Athletic Coach

Company Name Middletown, NJ Board of Education

Dates Employed 1994 – 1996

Employment Duration 2 yrs

Taught middle school and high school students. Coached varsity field hockey, basketball and softball. Responsible for running programs with an excess of 50 athletes. Honored by the New Jersey State Legislature for “praiseworthy determination and spirit” for leading the Middletown High School South field hockey team to capture the 1995 state championship.

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Teacher and Athletic Coach

Company Name Holmdel, NJ Board of Education

Dates Employed 1992 – 1994

Employment Duration 2 yrs

Taught middle school and high school students. Coached junior varsity field hockey, girls basketball and softball.

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Writer and Editor

Company Name Greater Media Inc.

Dates Employed 1990 – 1994

Employment Duration 4 yrs

Served as staff writer, investigative reporter, columnist and copy editor for chain of weekly newspapers. Received “Journalist of the Year”, 1991; garnered awards for Excellence in Writing and Reporting from the Society of Professional Journalists, 1990, 1992, 1993.

Education

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University of Miami

Degree Name BA

Field Of Study Communications

Dates attended or expected graduation 1978 – 1982

Activities and Societies: Alpha Epsilon Rho, WVUM, Hurricane Newspaper, IBIS Yearbook

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Union County College

Field Of Study Paralegal Studies

Dates attended or expected graduation 2010 – 2011

Activities and Societies: Paralegal Club - President; Lamda Epsilon Chi - Paralegal Honor Society

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Brigham Young University

Field Of Study English

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City University of New York-Brooklyn College

Field Of Study English and Math

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Sayreville High School