



Nicole Semenza

Research/Litigation Assistant

-
- Expertise**
- Historical research for litigation support
 - Database research
 - Copy editing, proofreading, formatting, and producing quality deliverables, including PDF production and internal linking
 - Managing, editing, and organizing documents and references
 - Executive administrative support, including calendar management, expenses, and travel coordination

Professional Experience **Research/Litigation Assistant (2019–Ongoing)**
Bedminster, New Jersey

For projects in New Jersey, New York, California, Oregon, and Washington, Ms. Semenza provides research and litigation support, editorial assistance, reference management, formatting, quality control and document production for numerous expert reports and other deliverables to the client. Ms. Semenza also performs administrative tasks and offers support for the Bedminster and Syracuse offices. Ms. Semenza's specific tasks include the following:

- Performing historical and business intelligence research on potentially responsible parties (PRPs) in numerous litigation cases across the United States
- Business intelligence research and reporting
- Completing research in support of marketing strategies
- Managing documents and databases for specific sites and projects
- Tracking and processing invoices and expenses and assisting with client billing
- Performing administrative duties for the CEO, senior level scientists, and researchers, as well as program directors and managers in multiple offices across the United States
- Managing EndNote libraries for specific sites
- Bates stamping large collections of documents
- Indexing documents by tracking their bates numbers, author, date and title
- Ordering and maintaining all office equipment and supplies

Legal Assistant (2018–2019)

Goldberg Segalla, Princeton, New Jersey

Ms. Semenza served as a legal assistant to the attorneys who were part of the Workers' Compensation Team at Goldberg Segalla. Her responsibilities included the following:

- Ensured legal documents were processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines
- Composed and revised legal documents for attorneys, including letters, dispositions, and court filings
- Managed travel expenses and calendars of the workers' compensation team
- Answered direct attorney phone lines and acted as liaison between clients and attorneys
- Handled heavy case load and assisted with all aspects of the litigation cycle including legal research, factual investigation, medical records review, document management, and trial preparation



Nicole Semenza

Research/Litigation Assistant

Consular Affairs Intern (2018)

United States Department of State, Milan, Italy

Ms. Semenza served as the Consular Affairs Intern at the United States Consulate General in Milan, Italy, where she worked for two U.S. Foreign Service Officers and the locally hired Italian staff. Her responsibilities included the following:

- Support to the Foreign Service Officers in the U.S. Visa application process to foreign nationals
- Assisted the locally hired staff in the distribution of visas to those who qualified
- Managed data collection and analysis of Consulate General visitors
- Reassess monthly application reports to confirm accuracy prior to third party auditing
- Took notes for the Consul General at the weekly staff meetings
- Research on changing immigration law of the United States, as well as research support on papers the Foreign Service Officers were composing
- Managed the development of the annual Consular Affairs team building event, as well as team of interns I recruited to assist me

Academic Qualifications

MA in Government and Politics (concentration in International Relations), St. John's University Rome Campus 2018

BA in Political Science and History (dual major), Mansfield University 2016