

# TANYA MARTEN

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## **PROFESSIONAL EXPERIENCE**

**GREENBERG TRAUIG:** (11/06-present) New York, NY

Position: **Legal Secretary** (Litigation)

- Document production and word processing including: Table of Contents, Table of Authorities, schemes, conversion to and from Adobe Acrobat and power point presentations;
- Court filings, scheduling of court reporters, videographers and depositions;
- Calendar maintenance and travel arrangements;
- Manage and organize all correspondence, client and attorney files;
- Attorney time, billing, invoicing, expense reports, check requests and conflict reports; and
- Phones, Federal Express and shipping, e-fax, scans, copies and distribution.

**CHAPMAN AND CUTLER LLP:** (8/04-10/06) Chicago, IL

Position: **Legal Secretary** (Corporate & Securities), Mary Kay Greco, Human Resources

- Prepared legal documents including filings with Secretary of State, corporate incorporations, annual reports, stock purchase agreements, private placement memorandums, prepared of stock certificates, maintained stock ledgers and minute books, updated resolutions and board minutes and drafted letters;
- Prepared legal documents for acquisitions and mergers; closing documents and closing binders;
- Prepared UCC filings and a variety of securities forms;
- Managed and organized all correspondence, copies, distribution, filing & arranged webcasts;
- Attorney time, billing, invoicing and expense reports; and
- Answered phones and made follow-up calls, copies, scans & distribution.

**APPROPRIATE TEMPORARIES:** (8/03-8/04) Chicago, IL

(Various companies & legal fields) Position: **Legal Secretary**

- Managed and organized all correspondence, scheduling and filing, travel & expense reports;
- Answered phone, faxed, typed, edited & distributed documents, copies and distributed; and
- Litigation Support: case captions, kept docket, arranged for court reporter, court dates, updated & distributed documents, PCLaw, attorney time, billing and invoicing.

**WALT DISNEY LEGAL DEPARTMENT:** (4/92 - 5/96) Los Angeles, CA

(Long-term temp assignments) Position: **Legal Secretary** (Corporate & Entertainment)

- Updated, typed and distributed contracts;
- Maintained and updated contact database, schedules & budget reports;
- Answered phones and made follow-up calls, copies, distribution;
- Entered attorney time, billing, invoicing & expense reports; and
- Meeting organization and travel arrangements.

**TIDEWATER JEWISH FOUNDATION:** (4/00-8/01) Virginia Beach, VA, Beth Jacobson, Phil Rovner

Position: **Associate Director of Marketing**

- Created, revised and implemented marketing plan (created direct mail timeline);
- Created, wrote and edited newsletters, presentations and all aspects of website [www.jewishva.org](http://www.jewishva.org); and
- Event Planning - coordinated, planned and implemented seminars and promotional dinners.

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## **Tanya Marten Resume**

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**SALOMON SMITH BARNEY:** (10/97-2/00) New York, NY, 212-816-2703, Afia  
(Long-term temp assignments through Olsten) Position: **Executive Assistant**

- Managed and organized all correspondence, scheduling, filing and typing;
- Made travel arrangements and created expense reports; and
- Answered phone, faxed, typed and edited documents, copies and distributed.

**BODHI TREE BOOKSTORE:** (4/91-6/97) Los Angeles CA, Stan Madsen & Phil Thompson  
Position: **Manager**

- Customer service;
- Managed staff, trained, assigned duties and breaks; and
- Inventory, research through Books In Print, special orders and phones.

**SAMUEL FRENCH BOOKSTORE:** (8/90-10/90) 213-876-0570, Gwen Feldman  
Los Angeles CA

Position: **Secretary**

- Accounts receivable & answered phones; and
- Correspondence & customer service.

### **SKILLS:**

Direct experience in the following legal areas: Corporate, Securities, Litigation (Antitrust, General and Intellectual Property), Entertainment, Non-Profit, Trust and Real Estate Law. I have a thorough knowledge of legal programs and procedures including: billing, expenses, deposition procedures, LiveNote, time entry, DMS, DOCS, Filesite and eRooms, DeltaView, Track Changes, FOI & PB SendSuite, FedEx / UPS / DHL procedures, LawDrill & BillDrill, CLE credit management, conflict checks, client/matter set-up, updating and file management, records procedures transcription (both manual and on computer) and court filing procedures.

Additional Programs – Proficient in all Microsoft Office Applications (PC & Mac), Outlook, Entourage, as well as Adobe Professional (forms and converting documents to word), Photoshop, In-Design and Distiller and Acrobat, DeltaView, Track Changes, DOCS, DMS & Filesite, ACT, Dreamweaver, FrontPage, & HTML, Filemaker Pro, PC Law, Quicken, Quickbooks Pro, WinFax Pro, WordPerfect, Xerox, Scans, Dictaphone, Type 70-90wpm

### **EDUCATION:**

M.F.A. - Brandeis University, 1990, (Scholarship)

B.A. (Communications) - University of Maryland, 1986, (Scholarships)

### **PERSONAL STRENGTHS:**

Organization, Good Communication Skills, Management of Tasks and Employees, Prioritizing, Problem solving and troubleshooting, Good Self-Starter and Team Player.

### **REFERENCES:**

References furnished upon request