

Meenoo Kohli
meenopl06@madhur.com

OBJECTIVE Work in a legal capacity in which I can apply the skills and abilities I have acquired through education and previous work experience and, for an organization which offers opportunities for professional advancement.

EDUCATION

2006	University of California Berkeley Extension	Paralegal Certificate	
1995	New York University New York, NY	Master of Arts	Sociology
1987	University of Maryland College Park, MD	Master of Business Administration	Marketing, Finance

PROFESSIONAL WORK EXPERIENCE

Current **Bloomingtondale's, Stanford, CA**
Bloomingtondale's Specialist

- Organize and sell a diverse assortment of merchandise
- Research and resolve customer related issues
- Achieved highest sales volume in the department
- Opened the most credit accounts in the department
- Received several commendations for providing outstanding customer service

2003-2004 **Fortunoff, Wayne, NJ**
Sales Associate

- Sold merchandise on a commission basis
- Provided customer feedback about product and pricing issues to the buying office
- Guided customers through the bridal registry process
- Was consistently top producer in the department

Summer 2004 **Morris County Community College, Randolph, NJ**
Adjunct Instructor

- Taught an undergraduate course in Introductory Sociology
- Received outstanding evaluations from students and department Chair

2002-2004 **Morris School District, Morristown, NJ**
Substitute Teacher

- Taught Grades K-12 in Math, Science, English, Social Studies, and History

Spring 1995 **Telcordia (formerly Bellcore), Morristown, NJ**
Marketing Research Consultant

- Researched and analyzed emerging technologies and their implications for the telecommunications sector

- 1990-1993** **New York University Department of Sociology, New York, NY**
Teaching Adjunct
- Taught undergraduate courses in Introductory Sociology.
- Summer 1987** **University of Maryland School of Business**
Instructor
- Taught undergraduate courses in Marketing and Finance
- 1985-1987** **University of Maryland School of Business**
Research Assistant
- Conducted statistical and qualitative analyses pertaining to public policy and consumer behavior research projects.
 - Graded assignments for graduate course in statistics
 - Assisted MBA Director of Admissions with the selection of applicants to the MBA program

COMMUNITY LEADERSHIP WORK

- 2000-2004** **Support for Excellence in Education (SEE), Morristown, NJ**
Executive Board Member
- Represented and advocated the interests of high-ability children to the school administration and school board
 - Researched topics related to gifted education and made recommendations on educational initiatives to the school administration
- 2002-2003** **Normandy Park Home and School Association, Morristown, NJ**
Vice-President, Fundraising
- Organized several fundraisers like book fairs and gift wrap sales, to raise money in excess of \$20,000 for events such as cultural arts assemblies and workshops
- 1999-2000** **Alexander Hamilton Home and School Association, Morristown, NJ**
Co-President
- Coordinated fundraisers that generated in excess of \$15,000 for the school
 - Set the agenda for and conducted monthly Home School Association (HSA) meetings
 - Enlisted volunteers for various HSA-sponsored events
 - Served as liaison between school administration and parents
 - Campaigned successfully to reduce size of the 5th grade class

PAPERS

- 1993** ***The Politics of Nationalism*** co-authored with Jeff Goodwin and Ellen Bienstock, session paper presented at American Sociological Association Meeting

HONORS

Beta Gamma Sigma

