

## Danielle Levitis

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### EDUCATION

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**James Madison High School**, Brooklyn, NY *Graduated January 2022*  
*Honors Degree in Accelerated Law & Humanities Program*

**B.A., Long Island University (Brooklyn Campus)**, Brooklyn, NY *Expected May 2026*  
*Double Major in Political Science and International Relations*

- **Awards:** Magna Cum Laude, Honors Degree, Certificate in International Relations and Diplomacy, Membership in Pi Sigma Alpha (political science national honor society)

### WORK EXPERIENCE

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**Kings Highway Beautification Association**, Brooklyn, NY *March 2022 – Present*  
*Office Manager* *25 Hours/Week*

- Manage office operations by organizing mail, processing donations, and maintaining accurate financial and administrative records.
- Serve as the primary point of contact for community members and local partners, ensuring clear communication between the association and city agencies.
- Handle correspondence, prepare reports, and ensure that all materials are distributed to the correct departments in a timely manner.
- Support the association's mission by maintaining organized records and promoting efficient communication across all ongoing projects.

**The Law Offices of Jacques Erdos**, Brooklyn, NY *March 2022 – Present*  
*Paralegal/Office Manager* *40 Hours/Week*

- Support attorney in real estate, estate planning, licensing, and trademark matters by managing case files and organizing materials for residential and commercial transactions.
- Coordinate with clients and outside parties such as lenders and title companies to ensure that property closings and estate proceedings move forward smoothly.
- Maintain client files and case calendars to track deadlines and compliance requirements.
- Oversee office operations by handling client communication, billing, and scheduling to support efficient case management for more than twenty active clients each week.
- Manage correspondence and serve as the main liaison between clients and the attorney.

**Ben Lyhovsky, Esq.**, Brooklyn, NY *September 2018 – January 2022*  
*Paralegal* *40 Hours/Week*

- Assisted attorney in real estate transactions, business filings, and estate matters by organizing documents and coordinating client materials for review.
- Communicated with clients to gather information and ensure that all required paperwork was accurate and complete before submission.
- Maintained records, tracked deadlines, and monitored case progress to support smooth workflow and timely filings.
- Worked with title companies, brokers, and municipal offices to confirm property details and closing requirements.
- Handled correspondence and client updates, ensuring consistent communication between the attorney and all involved parties.

### MISCELLANEOUS

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- Native fluency in English and Russian
- Proficient in Microsoft Office Word and Excel