

## **ELISABETH C. PODLUBNY**

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### **EXPERIENCE**

**Ayco, a Goldman Sachs Company**, Parsippany, NJ

***Quality, Training, and Development***, March 2019-Present

- Conduct new-hire and ongoing trainings nationally and develop eLearning courses and instructor-led training programs using Learning Management Systems and eLearning authoring tools including Articulate 360, Camtasia, and Cornerstone OnDemand.
- Assess and streamline course content to facilitate up-to-date and engaging training curricula.
- Possess a deep understanding of the firm's internal working groups to audit training materials.
- Worked alongside Advisors and participated in client meetings covering financial planning areas including employee benefits, education funding, and wealth transfer to foster ongoing client success.

**Newman & Denburg, L.L.C.**, Fair Lawn, NJ

***Paralegal***, May 2018-February 2019; March-August 2017

- Provided legal assistance on personal injury, landlord-tenant, and other civil cases.
- Conducted legal research and assisted with drafting and preparation of court submissions.
- Corresponded with the court, adversaries, and medical facilities. Maintained confidential information. Kept clients updated on legal cases.

**Hon. Julie Poley, Housing Part at New York City Civil Court**, Queens, NY

***Judicial Intern***, June-August 2018

- Performed legal research and writing for landlord-tenant law cases.
- Discussed legal issues and trial procedures with the Judge and observed and assisted the Judge in courtroom proceedings and pretrial conferences.

**Roomeze**, New York, NY

***Training and Development Associate***, May 2016-February 2017

- Designed and delivered training programs that supported the growth and development of employees across all departments, making continuous improvements to drive employee engagement and satisfaction.
- Collaborated with managers and senior leaders to understand the unique needs of each team and created tailored programs that drove business results.

**District Office of Congressman Hakeem Jeffries**, New York, NY

***Legal Intern***, February-May 2016

- Conducted constituent service-related writing.
- Assisted with Congressional events, letter-writing, and general office duty administration.

### **EDUCATION**

**Elisabeth Haub School of Law at Pace University**, White Plains, NY

Juris Doctor, May 2020

***Honors:*** Merit Scholarship, Dean's List (2018)

**Fordham University**, New York, NY

Bachelor of Science in Psychology with a Minor in English, May 2016

**CREDENTIALS:** FINRA Securities Industry Essentials (SIE) and Series 7 Licensed.

**SKILLS:** Microsoft 365 • Salesforce • Instructional Design • Canva • AI • Bilingual (Russian)