
ALBA ZAVALA



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OBJECTIVE

Looking to obtain a position that will enhance my knowledge, educational and professional skills.

SKILLS

I am a highly organized individual, fast learner with strong interpersonal skills and attention to detail. I am bilingual (English/Spanish). I have over 5 years of Family Law experience.

I am proficient in numerous office skills such as but not limited to:

EXPERIENCE

MEDIATOR / THE CONGRESS OF NEUTRALS

04/2022 – Current

Completed a 40hr training with The Congress of Neutrals and have been volunteering as a mediator at the Martinez and Pittsburg Courthouses. I have mediated and/or assisted as a mediator in unlawful detainer cases and civil harassment matters. Prior to completing my training with The Congress of Neutrals I served as a private mediator in family law matters which conducted me to this training.

Reference:

Deborah Levy JD, MSW, MPH.

Email: dlevy.congresofneutrals@gmail.com

Phone: (925) 937-3008

SENIOR PARALEGAL / MENDES WEED, LLP

08/2021 – 02/2022

I personally oversaw a case load of approximately 15 to 20 clients and assisted them from start to end on matters ranging from Family Law Litigation and Mediation, Estate Planning, Trust Litigation, Probate and Civil Litigation. Gathered evidence and prepared a wide array of motions, orders, subpoenas, and discovery. Served and filed documents according to California's Civil Procedure requirements.

Reference:

Heather L. Biddle, Esq.

Email: Heather@grennierlaw.com

Phone: (424) 832-0808

Richard Rose, Esq.

Email: Richard@roselawca.com

Phone: (925) 200-9262

Running Dissomaster reports and
Propretizers. Clio, Lawyaw, Adobe,
Excel, Word, Power Point, Outlook,
etc.

PARALEGAL/ SCHOPP AND CO

06/2020 – 06/2021

I review fully executed trusts and wills for the purpose of managing and disclosing the decedents estate to the IRS. I organize and disclose estates worth over 11.4 million to the Internal Revenue Service (IRS). I preform my job remotely and disclosures are set forth on IRS form 706 for portability and/or estate tax purposes.

Reference:

Margaret Schopp, CPA

2161 Ygnacio Valley Rd Suite 150

Walnut Creek, CA 94598

Email: mschopp@schoppcpa.com

Phone: (925) 689 2200

LAW CLERK/ SCRAMSTAD LAW, P.C.

06/2018 – 01/2020

Assisted in the completion of court pleadings both in family law and domestic violence. Gathered evidence and prepared preliminary declarations of disclosure. Served and filed documents according to California's Civil Procedure requirements.

Reference:

Barbara Scramstad, Attorney

649 Main St Suite 101

Martinez, CA 94553

Email: Barbara.scramstad@gmail.com

Phone: (925) 228 0877



BILINGUAL PARAPROFESIONAL

08/2015 – 02/2018

Worked for Brentwood and Antioch School District. Was in charge of the English Language Development (ELD) sector. Worked directly with students to help them improve their English language learning. Proctored and administered the California English Language Test (CELDT), to middle school students. Assisted in the preparation and performance of parent-teacher conferences.

Reference:

Anna Hernandez, Office Secretary

Ken Daniels, Vice Principal

4730 Sterling Hill Dr

Antioch, CA 94531

Phone: (925) 779 7460

EDUCATION

PROVISIONALLY LICENSED ATTORNEY

PL-538534

Effective Since: 7/21/2021

MEDIATOR

THE CONGRESS OF NEUTRALS

Effective since: 4/2022

CERTIFIED LEGAL DOCUMENT ASSISTANT

REG. CCC LDA NO. 212

Effective Since: 3/08/2022


JURIS DOCTORATE DEGREE / DECEMBER 2020

John F. Kennedy University

Pleasant Hill, California

Completed 360 service hours in the Family Law field.

Became a certified legal intern by the California State Bar and provided volunteer legal work in Housing matters.



Earned a 3.3 GPA

BACHELOR'S DEGREE / DECEMBER 2013

Michoacán University of Saint Nicholas of Hidalgo
Morelia Michoacán, Mexico

Earned a Major in Law with a GPA of 3.37

Completed 480 service hours at a Civil Registration office linked to the
Government of the state of Michoacán.

VOLUNTEER EXPERIENCE OR LEADERSHIP

I was certified legal intern by the California State Bar to do legal work for the Housing Advocacy Clinic. I collaborated with Bay Area Legal Aid and the SF Tenants Union. As a member of the clinic, I represented defendants in the Superior Court for unlawful detainer actions, provided assistance to clients in Rent Board proceedings, advocated on behalf of tenants with habitability defects and in fair housing matters, and provided counseling via telephone to Bay Area Legal Aid and SF Tenants Union.

Reference:

[Ora Prochovnick \(Attorney\)](#)

Email: oprochovnick@ncu.edu

Phone: (415) 305 0057