

Ted Zhi Gong, Esq.

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EDUCATION

FLORIDA A&M UNIVERSITY, COLLEGE OF LAW **ORLANDO, FL**
• **J.D. & Minnesota Lisenced, Bar #: 0399621** 2/2016
• Specialized in Sarbanes-Oxley; Securities law and corporate law.

COLUMBIA UNIVERSITY, FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE **NEW YORK, NY**
• Engineering, GPA 3.7/4.0 Corporate Finance, Deterministic & Stochastic model, Game Theory, Risk. 2/2009

LEADERSHIP ACTIVITIES

GREEN BUILDER @ COLUMBIA (our club promoting green ideas on CU campus)– **Club Officer** 06/2008 – 12/2008
ADJUNCT LECTURER @ CCNY FOR SCI-104 LAB 09/2010 – 06/2011

WORKING EXPERIENCE

XACT DATA DISCOVERY – SEC E-DISCOVERY EVIDENCE REVIEW **MINNEAPOLIS, MN**

RETAINED IN SEC, OSHA, EEOC PROCEEDINGS **MIAMI, TAMPA, FL**
Compliance assessment in Finance & Banking and Consumer Products

RAFAEL CARDENAS, CA LAWYER --REPRESENTATIVE **ORLANDO, FL**
Drafted OSHA complaint and rebuttal under Sarbanes-Oxley Act, Dodd-Frank Consumer Financial Protection Provision, FMLA

FLORIDA BAR FOUNDATION –ACCOUNTING TEMP **ORLANDO, FL**
Analyzed on monthly investment report for the Foundation’s thirty-three million portfolio; Recorded entries on the GL

LAW OFFICES OF LIU & ASSOCIATES –LEGAL ASSISTANT **ORLANDO, FL**
Family law, Administrative law, Immigration law; 11/2016 – 04/2017
Worked on uncontested divorce cases, drafted case brief on child custody and allegedly child neglecting issue
E-filing motions to the court, coordinated hearings, maintained and organized client files system, billed clients

LAW OFFICE OF JAMES TAI - law clerk **ORLANDO, FL**
Miscellaneous office and research work, Intake, deposition translations 04/2015 – 09/2016
Drafted case appeals to board of immigration appeals, motions of change of venue

LEGAL AID SOCIETY OF ORANGE COUNTY – Intake Clerk, Interviewer and Telephone Screener **ORLANDO, FL**
• Conducted full intake interview and presented the client’s cases to the lawyer in duty 06/2014 – 09/2014
• Performed initial telephone screening and scheduled appointments for people fitting guidelines

MTA NEW YORK TRANSIT – PROCUREMENT ASSISTANT INTERN **NEW YORK, NY**
AWO GROUP [Negotiations on Work Orders out of the scope of the contract] 09/2010 – 01/2012
• Preparing cost/price analysis for Work Orders(AWOs) from \$10,000 to \$250,000, Evaluating time-delay and impacts
• Deciding negotiation strategies with managers, Confronted Contractors in negotiation meetings
IFB GROUP [Initiation of bidding process for public transportation project] 10/2008-01/2009
• Coordinated with Contractors and Finished procurement checklists for circulation
• Held Qualification Hearing Meeting in the awarding process as procurement representative

COLUMBIA UNIVERSITY SIPA IT CENTER – IT CONSULTANT **NEW YORK, NY**
• Managed system upgrading, migration, lab reimaging and asset management for SIPA 07/2008 – 09/2008

SKILLS

Multimedia: Dreamweaver, Flash, Adobe Photoshop, MS Office (Word, Excel, Access, PowerPoint)