

Ehrlich C. Chery

238 Main st, apt 1, Binghamton, NY 13905
(810) 455-3786 • ehrlich.chery@aol.com

Objective

I am an experienced, hard working Professional seeking to grow and impress in a new setting.

Skills & Qualifications

- Fluent in two languages (English & French).
- Excellent Communicator.
- Compelling relationship builder.
- Great public speaker.
- Lean Six Sigma Green belt certified.
- Business Analysis
- Data Analysis
- Strong Microsoft office skills.
- Excel.
- SQL.
- Project Management.
- Visio.
- NYSCEF.

Experience

Operations Manager

July 2023 - Current

Coughlin & Gerhart LLP

- Handled Operational and business matters for all 8 C&G office locations across Upstate NY & PA.
- Negotiated leases & service contracts with vendors.
- Inventory Management.
- Property Security assessment.
- Hiring, Training and managing staff for the firm's Record department & Mailroom.
- Review and approval of all office supply purchase requests.

Operations Manager

November 2021 to July 2022

RAS Boriskin law Firm - South Carolina office

- Maintains and interprets data on transportation regulations, tariffs, classifications, and rates to ensure compliance with international regulatory provisions and agencies.
- Communicate with all levels of the organization regarding the processes, issues,
- Providing leadership and direction for overall daily operations of service and a product provider in areas of fiscal responsibilities, employee management, process improvement, and ensuring customer satisfaction.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Initiating a succession plan with growth opportunities and the capability to fill in for the operations manager.
- Prepare reports and presentations of the Firm's production and efficiency for key stakeholders of the firm and clients.

Operations Supervisor

June 2018- May 2021

RAS Boriskin Law Firm

- Collaborated with department managers to strategically coordinate best runs to maximize

productivity and reduce downtime.

- Built custom SQL reports to acquire and present data for strategic contract negotiation with one of those vendors to save the firm over 30k/quarter on sale attendance.
- I used my Custom reports & Analytical skill set to identify defects and improve dozens of processes which streamlined workflow and reduced waste/write-offs. In 2019, my office went from having \$90,000 in write-offs for the 1st quarter to only \$13,000 in the 4th quarter due to these new processes.
- Manages the logistics network of carriers, inventory movement, and warehouses at the highest Effectiveness of cost management and service

Foreclosure Paralegal

June 2016 - June 2018

RAS Boriskin Law firm

- Drafting & Filing of Motions, Notices, Complaints & Deeds.
- Performing SCRA & PACER compliance on thousands of defendants.
- Court follows up in all 62 counties for our portfolio of over 11,000 Cases.
- Drafting sales packages for hundreds of foreclosure auctions.
- Client follow-up for supporting documents for trials and foreclosure auctions.
- Oversaw hundreds of Third-party purchaser closings

Intern (community Affairs)

May 2015- Jan 2016

Nassau County District Attorney

- Working Under ADA Rene Fiechter, I was able to:
- Coordinate with the offices of, and sometimes personally, with local politicians for various Community events and charities.
- Organized over a dozen community affairs-related projects.
- My internship was also during Madeline Singas, the interim DA at the time, first election run which allowed me the opportunity to attend several rallies and gain insight into the inner workings of a campaign.

Intern

Jan 2016- May 2016

AXA Advisors

- Working under Gregory Alerte & Serge Pinard:
- I was able to develop a deep understanding of the life insurance & Wealth advisory business as well as an introduction to the world of sales.
- I gained a lot of hands-on sales experience from making cold calls to sitting in as they closed deals.

Education

High School Diploma

Campus magnet high school (Queens, NY)

Hofstra university

Political Science (Uniondale, NY)

References

- Marissa Chellis (Human Resources/ RAS Boriskin) (936) 668-6315
- Jasmine Hermida (colleague) (516) 800-2054
- Daphney Lambre (Friend) (347) 948-0803