**PAUL GOLDSTEIN**

Wellington, FL | (561) 309 – 1499 | paulg528@gmail.com

**EDUCATION**

Florida Atlantic University May 2022

Bachelor of Arts in Communication Studies Boca Raton, FL

**Minor:** Leadership and Human Resources Development

**EXPERIENCE**

Tobias & Associates January 2024 – January 2025

**Data Analyst**  Deerfield Beach, FL

*Hours: 40*

* Collected, cleaned, and analyzed large datasets to identify trends and business insights, improving decision-making processes.
* Developed interactive dashboards and reports using Power enhancing data visualization and accessibility for stakeholders.
* Conducted statistical analysis and predictive modeling using Python/R, leading to a 80% improvement in forecasting accuracy.
* Collaborated with cross-functional teams to define key performance indicators (KPIs) and measure business success.

15th Judicial Circuit January 2023 – September 2023

**Civil Case Manager**  West Palm Beach, FL

*Hours: 40*

* Managed and monitored civil case dockets, ensuring timely case progression and compliance with court procedures.
* Assisted judges and attorneys by reviewing case filings, scheduling hearings, and maintaining accurate court records.
* Provided case management support, including tracking deadlines, drafting orders, and facilitating case resolutions.
* Communicated with attorneys, litigants, and court personnel to coordinate case schedules and address procedural inquiries.
* Reviewed legal documents for completeness and compliance with court rules before submission for judicial review.

Publix Supermarket March 2021 – December 2022

**Customer Service Representative**  Boca Raton, FL

*Hours: 30*

* Provided exceptional customer service by assisting shoppers with inquiries,

resolving complaints, and ensuring a positive shopping experience.

* Processed transactions efficiently at the customer service desk, including returns,

exchanges, and lottery ticket sales.

* Assisted with store operations by restocking shelves, maintaining cleanliness,

and organizing displays to enhance the shopping environment.

* Collaborated with team members to improve efficiency and uphold Publix’s

commitment to quality service.

**SKILLS**

* Microsoft Office Suite | Google Suite | Legal Research