

Chad Allen Schaefer

415 763 5445 ♦ chad@chadsch.com ♦ 1219 14th Ave San Francisco, CA 94122 ♦ <http://chadschaefer.com>

EDUCATION

Bachelor of Science, Business Management
Minor Degree, Business Marketing
University of Nevada Las Vegas: Graduate December 2008

Study of Italian Language and Culture
Scuola di Amministrazione Aziendale, University of Torino
Torino, Italy 2007

EXPERIENCE

Account Manager San Francisco, California
e-Litigation Solutions Inc, August 2009 - current

- Provided consultative electronic discovery services for corporations and large law firms including Intel Corporation, Townsend and Townsend & Crew, Fenwick & West
- Expanded territory in San Francisco through cold calling, initial appointment making, and successful follow-ups
- 1st Account Manager to sell e-Discovery project in less than three months after being promoted from Customer Care Representative
- Completed rigorous month-long eDiscovery training at Silicon Valley EDC while project managing gigabytes of data for Intel Corporation

Macworld Volunteer San Francisco, California
IDG World Expo, January 2009

- Facilitated the use of social networking tools to further engage Mac community
- Directed and provided setup assistance for over 430+ exhibitor attendees
- Assessed iMacworld iPhone application to insure high-level accuracy & usability

President of UNLV SIFE Las Vegas, Nevada
Students in Free Enterprise Spring 2007 - Fall 2008

- Organized and coordinated community service projects throughout Las Vegas
- Worked alongside Business Advisory Board Members to improve projects
- Received 1st Runner-Up at 2007 Regional SIFE Competition in Los Angeles, CA

Commercial Building Valuator Intern Grand Forks, North Dakota
Vaaler Insurance, Summer 2005, 2006

- Improved client satisfaction level by carrying out complementary property valuations
- Independently maintained a schedule of appointments with over 200 clients
- Used sophisticated appraisal software to improve accuracy of valuations
- Performed over 175 building valuations for clients

Lead Lab Technician Las Vegas, Nevada
William S. Boyd School of Law, August 2006 - December 2008

- Provided IT Support to over 400 Professors, Students, Staff and Faculty members
- Administered Virtual Data servers & Back-up servers
- Assisted Dean of College during keynote presentations
- Administrated and processed final examinations required by Law Students

Accreditations Department Volunteer Grand Forks, North Dakota
World Junior Hockey Tournament 2004-05

- Accredited 800+ players, coaches, staff, and media members
- Managed alongside 12 other volunteers in Accreditations Department
- Volunteered over 200 hours, helping contribute to the most successful World Jr. Hockey Tournament to date

ORGANIZATIONS & HONORS

- Dean's Honor List, University Of Nevada Las Vegas
- National Scholars Honor Society Member
- International Programs Study Abroad Scholarship Recipient, Torino Summer 2007
- CSUN Leadership Scholarship Recipient, Fall 2007 & Spring 2008
- Las Vegas Rotaract (Rotary) Member

VOLUNTEER WORK

- PC Donations Computer Education & Recycling Program
- Taught English language to Italian business students in Tandem Learning Program in Italy
- Partnered with UNLV Rebel Recycling to expand College of Business recycling initiative

SKILL SUMMARY

- Excellent technological knowledge and understanding on how to utilize the Internet
- Contribute a positive attitude with a highly-motivated work ethic
- Proficient communication skills; intermediate knowledge of Italian

Professional references available upon request