

Christina Rosario

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BIO & STATEMENT OF INTEREST:

Christina Rosario is the Legal Recruiting Specialist at Schulte Roth & Zabel LLP where she has worked since 2022. Prior to Schulte, Christina worked at Baker McKenzie LLP and Morgan Lewis & Bockius LLP. Christina received her B.A. in Advertising and Public Relations from The City College of New York. Christina has been a member of NALP since 2022. Since then, she has attended the Newcomers' Conference in Philadelphia, PA and will be attending the 2025 NALP Conference in Cleveland, OH where she has been invited to speak on a panel.

Christina is interested in being a Conference Planning Coordinator because she enjoys contributing to and strategic planning of projects, initiatives and events. Christina looks forward to becoming a more active member of the NALP community.

REFERENCES:

- 1.) Christina Henry, Director of Recruiting, Schulte Roth & Zabel, christina.henry@srz.com
- 2.) Alissa Golden, Director of Operations, Schulte Roth & Zabel, alissa.golden@srz.com

EXPERIENCE

Recruiting Specialist | Schulte Roth & Zabel LLP | DEC. 2023 – PRESENT

Recruiting Coordinator | FEB. 2022 – DEC. 2023

- Manage full-cycle of law student recruitment and participate as a member of the hiring committee, contributing to discussions and decision-making processes.
- Plan and execute logistics for the summer program, including orientation, mentorship, feedback collection and networking events.
- Oversee campus outreach and sponsorships with law school career offices and student organizations to enhance the firm's visibility and foster student connections; organize career fairs, networking events, and recruitment activities.
- Prepare and distribute recruitment materials and internal/external communications for campus and firm events, and summer associate program information.
- Create multiple logistics frameworks and execute strategies to enhance recruitment processes.
- Build and maintain strong and reliable relationships with key industry stakeholders.

North America Partner Recruiting Coordinator | Baker McKenzie LLP | JUL. 2021 – FEB. 2022

- Supported partner recruiting activities for the North America Region including lateral searches.
- Coordinated and managed in-office and virtual interview schedules, distributed recruiting materials to prospective lateral candidates, and communicated with candidates and search firms.
- Drafted candidate proposals and offer letters; maintained various applicant tracking systems and spreadsheets including pipeline, compensation, and diversity statistics.
- Liaised and coordinated with local office HR and North America administrative contacts to successfully complete pre-arrival orientation items and lateral onboarding processes.

Administrative Coordinator/Practice Assistant | Morgan Lewis & Bockius LLP | JUN. 2018 – JUL. 2021

- Managed local office projects and events including staff appreciation, wellness, community impact and engagement activities, and distribution of firm sporting event tickets.
- Coordinated meetings and managed the firm's local office events calendar, in addition to the personal calendars and schedules of senior professionals including the Director of Administration and Administrative Support Manager.
- Created new hire training schedules and assisted with assigning secretarial support.
- Proofed internal communications for local office distribution and processed local office rent, utilities, catering and event invoices.

EDUCATION

Bachelor of Arts | Advertising & Communications | The City College of New York | 2018

MEMBERSHIPS

NYCRA | Member since 2021

NALP | Member since 2022

