

OKSANA TROFIMENKO

Assistant Manager, Legal Talent Office – Recruiting & Events

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Application: NALP Conference Planning Coordinator

I am passionate about event planning and putting on the best possible show, no matter the audience. I look for creative solutions in all of my projects, and am highly adaptable to the shifting nature of any live event. Working at Sullivan & Cromwell for the past eight and a half years has gifted me with the experience of running events for up to 450 attendees, and summer programs of up to 175 summer associates. The ever-changing recruiting landscape over the past several years has expanded my skillset and broadened my capacity to multitask and handle overlapping summer programs alongside the extremely busy recruiting seasons. I am confident that I will be able to bring my enthusiasm, dedication, and professionalism to my role as a Conference Planning Coordinator.

PROFESSIONAL EXPERIENCE

SULLIVAN & CROMWELL LLP | July 2016 – present

Assistant Manager (May 2024 – present)

- Manage summer associate program including conceptualizing and executing events
- Lead recruiting efforts at Harvard, NYU, and Stanford
- Oversee the Visiting Lawyers Program

Senior Coordinator (January 2022 – April 2024)

- Managed and executed Legal Talent Office events, including summer associate and associate experience events
- Ran recruiting efforts at Harvard and Columbia Law Schools, including on campus events during school year
- Managed the Visiting Lawyers Program with managing partners

Coordinator (July 2019 – December 2021)

- Led recruiting efforts at Columbia, NYU, UVA, Texas, BC, BU, Fordham, Duke and Notre Dame including coordinating On-Campus-Interviewing (OCI), callbacks, offer dinners, receptions, sponsorship events
- Organized firm events including practice group outings, summer associate program, and associate partner experience events
- Planned Floor Wizard parties as part of associate mentorship program
- Interviewed partners for Vault profile, and administered Vault, Chambers, and AmLaw surveys

Assistant (temp as of July 2016, perm as of May 2017 – June 2019)

- Supervised associate training and development lunches, media setup for broadcasting to other offices
- Managed Appointment Book: scheduled and confirmed all candidate callback interviews
- Determined and sent personalized gifts for offerees based on resume interests
- Screened applicants for summer and full-time associate positions; escalated strong applications to relevant managers
- Assisted in year-end associate evaluation process by preparing confidential review materials for managing partners

PROFESSIONAL AFFILIATIONS

New York City Recruitment Association | Member (2017 – present)

National Association for Law Placement | Member (2017 – present)

EDUCATION

Boston University, Boston, MA | Bachelor of Arts in International Relations (2013) | Minor in Theatre Arts

Boston University London, London, England | Semester Abroad (2011)

HOBBIES

Travel, Painting, Hiking, Film, Acting, Ballet, Yoga, Pilates, Horseback Riding, Guitar, Ukelele