

VINCENT G. ARZAGA, ESQ.

13950 Milton Ave., Ste. 200A, Westminster, CA 92683

(714) 583-0198 • varzaga@mskwlaw.com | State Bar of California Bar No. 348207 (Admitted December 30, 2022)

Experience

Associate Attorney

Misa Stefen Koller Ward, LLP

13950 Milton Ave Ste 200A, Westminster, CA 92683

(714) 625-8566

June 2023 – Present

- Defends employers, insurance carriers and public entities in all aspects of workers' compensation litigation.
- Emphasis on generating cost savings for clients by being proactive with opportunities for early case resolution.

Associate Attorney

Michael Sullivan & Associates LLP

1440 N Harbor Blvd Suite 500, Fullerton, CA 92835

(714) 202-3440

November 2022 – June 2023

- Promoted to position after joining firm as a law clerk and subsequently passing the July 2022 California Bar Exam on first attempt.
- Experience defending against workers' compensation claims, trial prep, conducting depositions, negotiating liens and settlements, appearing at WCAB hearings, drafting documents for physicians and opposing counsel.
- Monthly billing requirement of 215 hours.

Law Clerk

Michael Sullivan & Associates LLP

1440 N Harbor Blvd Suite 500, Fullerton, CA 92835

(714) 202-3440

September 2022 – November 2022

- Completed 120 hours of IEA (Insurance Education Association) training in the CWPC IND (Claims Practitioner in Workers' Compensation) indemnity designation.
- IEA Certified Indemnity Workers' Compensation Adjuster.

Legal Intern

Orange County Rescue Mission

1 Hope Dr, Tustin, CA 92782

(714) 247-4300

August 2021 – November 2021

- Client intake involved in-person interviews and verification of client statements.
- Investigated legal issues presented, handled legal documents pertaining to criminal record expungements, contracts, family law, probate, and fraud.
- Client matters and deadlines were calendared, documents were organized and filed to court on clients' behalf.
- Drafted memorandums suggesting course of action after analyzing facts with law (under approval of a licensed attorney).
- Legal research and data entry required utilization and proficiency in Clio, Westlaw, LexisNexis, Microsoft Word, and Microsoft Excel.
- Correspondence with court clerks and collaboration with other interns occurred when necessary; numerous case investigations conducted daily.

Certified Personal Trainer, Level II

24 Hour Fitness

6371 Westminster Blvd. Ste 113, Westminster, CA 92683

(714) 230-1722

June 2017 – June 2020

- Top performing trainer in 2018 and 2019 (highest grossing in total fitness revenue, leader in total new business units, leader in total serviced sessions).
- Strategized and guided clients in achieving fitness milestones through custom exercise and diet programming.
- Monthly quotas for revenue, serviced sessions, member leads, client retention, and new business units.
- Brainstormed and implemented ideas for team sales production and overall revenue generation.
- Managed and analyzed dozens of client files, each workout was logged, and a personal 30-day calendar for each client was created to monitor progression.
- 900+ personal training sessions taught, monthly and annual audits were conducted, CPR/AED certified, familiar with safety procedures in emergency situations.

Student Intern

California State University, Long Beach

1250 Bellflower Blvd, Long Beach, CA 90840

(562) 985-4511

January 2018

- Toured and analyzed 10 different federal and state correctional facilities for males and females in Southern California (FCI Terminal Island, Twin Towers Correctional Facility, OC Central Jail Complex, LA Central Juvenile Hall, Santa Ana Jail, CA Institution for Women, CA Institution for Men, OC Central Men's Jail, LA Men's Central Jail and Theo Lacy Facility).
- Interviewed inmates and correctional officers regarding their duties, procedures and experiences within the criminal justice system.

Sales Associate

Max Muscle

12093 Brookhurst St, Ste D, Garden Grove, CA 92840

(714) 534-4886

September 2016 – October 2017

- Provided customer service as nutritional consultant providing recommended supplement protocols for muscle gain, fat loss, wellness and athletic performance.
- Tasked with monthly sales quotas, created custom diet and exercise plans that included hypertrophy, muscular strength/power, mobility and endurance.
- Opened and closed store, conducted security checks, assessed customers' dietary needs and conducted store upkeep, maintenance and cashier duties.

Student Tutor

Success Tutoring Center

14371 Euclid St. Ste 2k, Garden Grove, CA 92840

(714) 478-0439

December 2016 – September 2017

- Developed and supervised students in third grade through high school for all subjects and academic levels; lessons administered during school year and summer.
- Assisted students with college planning and evaluated subject areas for improvement.
- Maintained skills in leadership and problem solving, served as a mentor to students interested in attending college.

Medical Biller

Coast City Medical Group, Inc.

13091 Kerry St. Garden Grove, CA 92844

(714) 638-8811

December 2015 – July 2017

- Oversaw and audited medical bills, communicated with insurance adjusters and attorneys for outstanding balances on their patients'/insureds/treatment.
- Prepared and faxed demand letters, managed correspondence with office representatives for court appearances regarding pending case settlements.
- Handled and organized binding legal documents, analyzed approved treatments and cost, collaborated with office for collections and subpoena.
- Clerical duties included handling office phone, confirming and scheduling patients' appointments via phone and email.

Possessed authority on the office's behalf to negotiate settlement offers with attorneys and insurance adjustors.

Sales Associate

Finishline

20 City Blvd W Suite 920, Orange, CA 92868

(714) 602-4261

July 2015 – February 2016

- Provided customer services to individuals seeking assistance with purchasing shoes and apparel.
- Greeted customers at entrance, conducted cashier duties and provided recommendations based on customer feedback.

Crew Member

McDonald's

11171 Garden Grove Blvd, Garden Grove, CA 92840

(714) 537-4605

June 2014 – October 2015

- Responsible for kitchen duties, working cashier, unloading deliveries into stock rooms, placing food into freezer, cleaning bathrooms, and disposing of cooking oil.

Education

Trinity Law School

Juris Doctor, 3.2 GPA; Class rank 4/39, (Top 10% of class)

Santa Ana, CA

August 2019 – May 2022

- Editorial Board Member, Trinity Law Review (Received grade-on invitation), 2020-2022
- 7-time recipient of the American Jurisprudence Award (Highest grade and rank in class): Contracts I, Torts I, Torts II, Criminal Law, Criminal Procedure, Property II, Evidence II
- Trinity Legal Clinic Member, 2021
- Passed California Bar Exam on first attempt (July 2022)
- Admitted to State Bar of California on December 30, 2022

California State University, Long Beach

Bachelor of Science in Criminal Justice with Minor in Forensic Science, 3.07 GPA

Long Beach, CA

August 2014 – May 2018

- 3.07 GPA; President's Honor List, Spring 2015
- Internship: "Jails on Wheels" course, assessed 10 different federal and state correctional facilities for males and females in California (FCI Terminal Island, Twin Towers Correctional Facility, LA Men's Central Jail, OC Central Jail Complex, Santa Ana Jail, LA Central Juvenile Hall, CA Institution for Women, CA Institution for Men, OC Central Men's Jail, and Theo Lacy Facility). Interviewed inmates and correctional officers regarding their duties, procedures, and experiences within the criminal justice system

Glasgow Caledonian University

International semester abroad studying Forensic Science Survey and Criminalistics, 4.0 GPA

Glasgow, Scotland (United Kingdom)

July 2015 – August 2015

- 4.00 GPA; Certificate received August 21, 2015
- Applied scientific principles to evidence examination and criminal investigation, Compared UK forensic techniques to US CSI methods
- Microscopy of recovered evidence using advanced instrumental techniques (Fingerprint lifting and identification, DNA and fiber collection, drug identification)

Mater Dei High School

High School Diploma, 3.7 GPA

Santa Ana, CA

August 2010 – May 2014

- 3.7 GPA; Dean's Excellence in Conduct Award, 2012
- AP English Language & Composition, AP Spanish IV, Honors Spanish II & III
- Member of National Honor Society, Wind Ensemble, Key Club, Mater Dei Television, Water Polo and Baseball player