

PAMELA N. BARBAGALLO

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INTERNSHIP EXPERIENCE

Clinical Intern

Path2Growth Counseling | Garden City, NY

2025 - Present

- Conducting initial assessments to evaluate clients' needs and readiness for treatment.
- Conducting therapy sessions with clients to address mental health concerns and promote well-being.
- Responding to and managing crisis situations with clients, providing immediate support and referrals.
- Collaborating with clients to develop individualized treatment plans based on their needs and goals.
- Maintaining accurate and up-to-date client records and progress notes.
- Participating in case consultations with other clinicians to gain insights and support.
- Participating in team meetings, case conferences, and other professional development opportunities
- Adhering to ethical guidelines and professional standards of practice.

WORK EXPERIENCE

Paralegal

Clark & Amadio PC | Hempstead, NY

2026 - Present

- Drafting legal documents
- Preparing QDROs (Qualified Domestic Relations Orders) for retirement asset division.
- Drafting parenting plans and custody agreements.
- Gathering evidence such as bank statements, income records, and property appraisals
- Maintenance of case files
- Calendar management
- Court e-filing
- Docket management
- Client communication

Paralegal

Silberstein & Miklos, P.C. | Garden City, NY

2024 - 2025

- Drafted legal documents such as complaints, bill of particulars, stipulations, discovery requests and responses
- Client communication
- Expert coordination
- Drafting HIPAA-compliant authorizations for obtaining medical records.
- Communicating with medical professionals, insurance companies, and other parties involved in the case.
- Case management
- Legal research

HR Generalist

Gabriel Law Firm | Rockville Centre, NY

2023 – 2024

- Managed the full recruitment cycle, from posting job openings to conducting interviews and extending offers.
- Coordinated and conducted onboarding for new hires, including orientation and paperwork completion.
- Addressed employee concerns and resolved conflicts.
- Conducted investigations into complaints and disciplinary actions.
- Provided guidance and support to employees and managers on HR-related issues.
- Administered employee benefits programs, such as health insurance and retirement plans.

- Ensured compliance with labor laws and company policies.
- Developed and implemented HR policies and procedures.
- Assisted with performance evaluations and providing feedback to employees.
- Maintained accurate employee records and HR documentation.
- Monitored employee morale and company culture.
- Developed and implemented initiatives to improve employee engagement and satisfaction.

Talent Acquisition Specialist

2021 - 2023

Reddy Care Physical & Occupational Therapy | Great Neck, NY

- Managed the full recruitment cycle, from posting job openings to conducting interviews and extending offers.
- Coordinated and conducted onboarding for new hires, including orientation and paperwork completion.
- Created and implemented effective strategies to attract and recruit qualified candidates.
- Worked closely with hiring managers to understand their needs, refine job descriptions, and ensure a smooth interview process.
- Developed and maintained a network of potential candidates for future opportunities
- Promoted the company's image and culture to attract top talent.

EDUCATION

MS Mental Health Counseling

Expected Aug 2026

New York Institute of Technology | Old Westbury, NY

MS Human Resources Management & Labor Relations

Aug 2022

New York Institute of Technology | Old Westbury, NY

BA in Psychology

May 2019

SUNY Old Westbury | Old Westbury, NY

Paralegal Certificate

May 2015

Nassau Community College | Garden City, NY

SKILLS

Neurodivergence	Couples Therapy	Collaboration
Educational Law & Ethics	Adaptability	Communication

REFERENCES

Available upon request.