



## Jamila S. Gittens-Baptiste

### Paralegal/Administrative Assistant

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### Profile

**Jamila is a paralegal/administrative assistant in the firm's labor and employment department. She has 15 years of experience providing support in litigation cases before various venues including federal, state and appellate courts, as well as several administrative agencies.**

Jamila works on a wide variety of labor and employment law and immigration matters. In her dual role, Jamila's responsibilities include document management and production, trial and hearing preparation, electronic filing, preparation and assistance with documents including pleadings, briefs, collective bargaining agreements and employer proposals.

### Education

- CUNY Hunter College (B.A. 2010)

### Practices

- Labor and Employment