

BRIAN J. SAFRAN

BrianSafran@gmail.com

EDUCATION

New York University – New York, New York

Sept. 2009 – Jan. 2012

Master of Science in Global Affairs (with distinction)

- **Concentration: Private Sector: International Business, Economics & Development**
- **Cumulative GPA: 3.98**
- **Master's Thesis:** "A Critical Look at Western Perceptions of China's Intellectual Property System."
- **Honors:** Dean's Circle Award for Academic Excellence, Dean's Graduate Fellowship (2009, 2010, 2011)
- **Study Abroad:** Beijing and Shanghai, China (Summer 2010)
- **Activities:** Global Affairs Graduate Society (2009-2011), International Law Students Association (2009-2010), Simulated European Council Meeting: Spanish Representative (Participant)

Hofstra University – Hempstead, New York

Sept. 2005 – Dec. 2007

Bachelor of Arts (summa cum laude)

- **Specialization: Major in Political Science and Minors in Sociology, International Affairs and European Studies**
- **Cumulative GPA: 4.00** (Class Rank: 1 of 384)
- **Honors:** Phi Beta Kappa, Golden Key International Honour Society, Golden Key Sophomore Recognition Award, Phi Eta Sigma Honor Society, Provost's Scholar (Fall '05, Spr. '06, Fall '06, Spr. '07, Fall '07), Pi Sigma Alpha: National Political Science Honor Society, Natalie I. Allon Scholar in Sociology (2006-2007), Hofstra Achievement Scholarship Award (2005-2007), Distinguished Academic Scholarship (Spring 2006), Hofstra Upperclassman Scholarship (2006, 2007), Distinguished Academic Scholarship (Spring 2006), Hofstra Upperclassman Scholarship (2006, 2007), John Cranford Adams Endowed Scholarship (Fall 2007), Latin American and Caribbean Studies Paper Contest: 3rd Place (Fall 2007), Trustee Arthur E. Newton Endowed Scholarship (Fall 2007), Outstanding Senior Scholar: Award for Highest-Ranking Full-Time Graduate (Dec. 2007).
- **Activities:** Pre-Law Society (Spring 2006-Fall 2007), Phi Alpha Delta: Pre-Law Fraternity (Spring 2006-Fall 2007), Sociology Club: Co-President (Spring 2006-Fall 2007), Hofstra University Choir: Tenor Vocalist (Fall 2005)

PROFESSIONAL EXPERIENCE

Confidential Hedge Fund – New York, New York

May 2016 – Present

Immigration Specialist

Working within the HR Department of a multinational hedge fund, responsible for supporting foreign national employees, hiring managers, internal recruiting team and candidates with their immigration, hiring and global mobility needs.

- Drive process improvements through development of new immigration reporting tools, templates and other documentation.
- Develop and deliver training sessions regarding immigration matters to the wider HR team and other stakeholders.
- Prepare comprehensive communications for senior leadership on the risks of potential immigration-related regulatory changes and their impact to the company.
- Assume full responsibility for new-hire related immigration, including reviewing, analyzing and responding to recruiter requests for assessments of candidate immigration risk and managing the visa transfer process for new hires by serving as the intermediary and "driving force" between candidates, external immigration counsel, HR Operations and recruiting.
- Manage the H-1B lottery process, including developing process documentation and serving as intermediary between external counsel, employees and candidates, recruiters and managers for half of the petitions being filed by the company.
- Manage the green card (PERM) process for half of the cases entering recruitment, including leading "green card kickoff" sessions with employees, and working with external counsel, managers and employees to shepherd cases through the labor market test process from start to finish.
- Lead bi-weekly I-9 & Workday orientation sessions for new hires, review new hire documentation and process I-9 forms electronically through the E-Verify system to ensure compliance.
- Serve as company signatory on immigration-related documentation.
- Serve as immigration team lead for rollout of a new immigration case management system.
- Process UK and Hong Kong immigration petitions in coordination with local counsel.
- Represent the organization at the Council for Global Immigration's annual symposium.
- Respond to a variety of ad-hoc immigration-related questions and requests from employees, managers, business partners, recruiters, and external counsel.

Cartus (on-site at Multinational Investment Bank) – New York, New York / Jersey City, New Jersey

Jan. 2014 – May 2016

Immigration Consultant

Working on the Global Mobility Services team of the Human Capital Management division of a leading multinational investment bank, responsible to manage the visa and green card process for half of the firm's divisions and facilitate firm-wide immigration-related project planning and management as a key member of the on-site human resources team.

- Create, maintain and deliver complex metrics to HR business partners to support business in making strategic immigration-related operational decisions.
- Assume accountability for the validation and integrity of data used in production of reports.
- Coach and provide training to recruiters, managers, HR business partners, and other parties on the implications of immigration policies and firm practices.
- Work closely with ER to help prepare for conversations involving the immigration consequences of poor performance and termination of employment, and with assignment managers to advise on immigration-necessitated moves.
- Liaise with firm-wide compensation on the year-end salary adjustment process to bring compensation practices in line with the firm's prevailing wage commitments.
- Work closely with external counsel, recruiting teams, HR business partners, and managers to shepherd visa and Green Card (PERM) applications through the process from start to finish, and oversee the firm's business visitor visa process for clients and employees traveling to the US or Canada for confirmed meetings.
- Serve as a project manager while working with outside immigration counsel and other parties within the firm (e.g., assignment managers, compliance, legal, tax, ER and firm-wide compensation) to facilitate responses to ad hoc issues related to U.S. government inquiries, and Canadian and Latin American immigration

issues for local hires.

- Obtain all required approvals for immigration matters while working closely with senior HR colleagues to manage the process by which business heads can request exceptions to firm policies and practices regarding eligibility for Green Card sponsorship.
- Retrieve sensitive employee profiles, data, and compensation information from firm systems to support immigration functions while maintaining confidentiality.
- Interpret firm policies and respond regularly to employee inquires escalated to managers, HR business partners and external counsel.

Fragomen, Del Rey, Bernsen & Loewy, LLP – New York, New York

Nov. 2010 – Jan. 2014

Paralegal (Jul. 2013–Jan. 2014)

Assistant Paralegal 2 (Jan. 2012–Jun. 2013)

Assistant Paralegal 1 (Nov. 2010 –Dec. 2011)

In the Corporate Case Unit of the New York headquarters of the world's largest corporate immigration law firm, assisted in the management of a caseload inclusive of several Fortune 500 companies, prepare U.S.-bound nonimmigrant and immigrant USCIS petitions, arranged and coordinated consular appointments for foreign nationals, managed foreign national records and maintained contact with client HR departments, foreign nationals, and counterparts in firm offices abroad.

- Managed and maintained substantial caseloads while meeting client, firm and government deadlines.
- Worked closely with client HR departments to obtain supplemental data to formulate arguments and strengthen chances for case approval.
- Developed and customized documentation to confirm to federal immigration statutes and regulations.
- Utilized expertise to mentor and train junior team members on various case types.
- Created templates for use by team members designed to increase approval rate of immigration filings.

Gutman, Mintz, Baker & Sonnenfeldt P.C. – New Hyde Park, New York

Apr. 2009 – Oct. 2010

Paralegal

Served in a key role in the collections litigation department of a prominent landlord-tenant law firm.

- Managed high-volume court calendar for team of approximately seven attorneys.
- Ensured attorneys were appropriately assigned to handle court parts in all boroughs of New York City for matters requiring attorney appearances.
- Prepared motions, discovery responses, and other correspondence.
- Kept in regular contact with clients as well as various attorneys and court officials.

Takashi Kanatsu, Ph.D., Associate Professor of Political Science at Hofstra University – Hempstead, New York

Dec. 2007 – Oct. 2008

Research Assistant and Student Editor

Assisted former professor in his authoring of Asian Politics: Tradition, Transformation & Future, a 300-page undergraduate textbook on Asian Politics and Government covering the modern political and economic histories of China, Taiwan, Japan, South Korea, India and Indonesia.

Amy Armenia, Ph.D., Assistant Professor of Sociology at Hofstra University – Hempstead, New York

Feb. 2007 – May 2007

Peer Teacher (TA)

Facilitated review sessions before exams, held office hours, and tutored students in need of extra help for an undergraduate Statistics in Sociology course.

CERTIFICATES

New York University – New York, New York

Sept. 2009 – Aug. 2011

Mandarin Language Certificate Program

- **Cumulative GPA: 4.00**
- Completed a certificate program in Mandarin language, which included three intensive seminars in Mandarin and two semesters of individualized private instruction.

Hofstra University – Hempstead, New York

Sept. 2008 – Mar. 2009

Paralegal Certificate Program (Graduate with Honors)

- **Cumulative GPA: 4.00**
- Attorney-supervised instruction in: Introduction to Law, Legal Research and Writing, Civil Litigation, Contracts, Real Estate, Business Organizations, Bankruptcy, Family Law, Estates Trusts and Wills, and Criminal Law.

PUBLICATIONS

“A Critical Look at Western Perceptions of China’s Intellectual Property System.”

- Final edition published in Vol. 3, Ed. 2 of the University of Puerto Rico Law School's *Business Law Journal* (June 2012).
- Initial edition published in the Spring 2011 edition of New York University's *Journal of Politics and International Affairs*, a student-run publication sponsored by NYU's Department of Politics.

“Juvenile Justice Policy from the Perspective of International Human Rights.”

- Published in the *Cardozo Law Review de•novo* of the Benjamin N. Cardozo School of Law (October 2012).

OTHER SKILLS & CERTIFICATIONS

- Experienced with Workday, Avature, Taleo and JIRA; proficient in Windows and Apple operating systems; Microsoft Word, PowerPoint, Outlook and Excel; e-Courts, Westlaw, Lexis-Nexus, and LoisLaw; Lotus Notes & SharePoint
- Completed additional coursework at the intermediate level in Spanish and at the elementary level in Japanese.
- Typing ability of 75-80 words per minute.
- Notary Public, State of New York, Registration # 01SA6203547 (Valid through April 2021).
- Notary Public, State of New Jersey, Registration # 50025812 (Valid through October 2020).