

**Peter F. Horvath**

(574) 850-6936

[peterhorvath2002@gmail.com](mailto:peterhorvath2002@gmail.com)

<https://www.linkedin.com/in/peterfhorvath/>

## **INTRODUCTION**

Licensed attorney with extensive experience in administrative and leadership roles, and in collaboration with others in ongoing and developing initiatives. Accomplished advocate focused on developing and obtaining results for stakeholders, with the experience and flexibility to take on new roles and responsibilities.

Competencies have been used to create and improve programs, ensure compliance, and optimize efficiency of operations. Adept at project management, streamlining, communication, and prioritization. Prepared to assume an essential role in document review to ensure accuracy, vibrancy, and proper use of the English language

## **PROFESSIONAL EXPERIENCE**

**Marian High School**

**2020 – Present**

**Chief Financial Aid Officer & Associate Business Manager**

- Secure and allocate millions of dollars in financial aid awards annually for families
- Counsel parents on financial assistance and resources
- Administer scholarships and manage communications with external organizations
- Ensure compliance with state, school, and school district policies
- Develop and edit office communications

**Vault Law/Infobase Holdings, Inc.**

**2022 – Present**

**Freelance Editor/Blog Writer**

- Proofread, edit, and summarize website and guide content
- Write new content for website and guides
- Write regularly for Vault Law blog

**United Way of St. Joseph County**

**2019 – 2020**

**Director of Community Impact**

- Helped hundreds of families by coordinating and improving efficiency of Volunteer Income Tax Assistance, Emergency Food and Shelter, and utility assistance programs
- Guaranteed compliance with federal regulations for administration of assistance programs
- Collaborated with community partners to administer funding and services

**Notre Dame Law School**

**2001 – 2018**

**Director of Student Services**

**2002 – 2018**

- Fulfilled role of primary advisor for academic, personal, and wellness matters for 600+ students
- Processed more than 1,500 exams each semester; Improved exam administration, including centralizing processes for accommodations and use of exam software
- Managed \$250,000 annual budget and ensured fiscal responsibility while elevating quantity and quality of activities for office and student groups
- Reviewed and edited email communications from students

- Served as Law School representative for University committees, and contributed to institution-wide improvements to campus safety, services, and processes
- Oversaw student conduct issues and enforced appropriate disciplinary measures
- Revised and streamlined processes for leaves of absence, withdrawals, and readmission
- Hired 20 teaching assistants yearly and expanded options for academic support program
- Created annual course information session, with review of academic guidelines and guidance
- Planned and executed new-student orientation, including professional and academic skill development programs, sessions on rules of conduct, and community service projects

**Assistant Director of Career Services**

**2001 – 2002**

- Counseled and advised students on career, academic, professional, and personal matters
- Helped develop strategies for and implement on-campus interview program, employer recruiting, mock interview program, and professional development programming

**Konopa & Murphy, P.C.**

**1999 – 2001**

**Associate Attorney**

- Managed insurance defense subrogation files; Represented clients in court hearings
- Held status meetings with clients for case management and estate planning purposes

**EDUCATION, LICENSES, & CERTIFICATIONS**

J.D. - Indiana University School of Law – Indianapolis

B.A. - Wabash College – History & Speech

Attorney, State of Indiana, License #21674-49

Poynter ACES Certificate in Editing

Certificate – UniversalClass™ Proofreading & Copyediting 101

Six Sigma Yellow Belt Certification

Experienced with Google Workspace and Microsoft 365

Experienced reviewing documents using Google, Microsoft, and PDF

**VOLUNTEER/COMMUNITY ACTIVITIES**

**Families First Center** (non-profit organization dedicated to providing support services for neglected and abused children)

- President (2013 – 2019), Board of Directors (2011 – Present)

**Wabash Club of South Bend**

- President (2003 – 2021), Founding Member

**Queen of Peace Catholic School**

- School Board (2013-2019), School Board Vice President (2015-2019), Co-Chair of Principal Search Committee (2015, 2021)
- Volunteer Coach (Basketball: 2014-2020; Youth Soccer: 2009-2017)