

Jean M. Dorton
Attorney at Law
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(610) 701-5824

EXPERIENCE

PRIVATE PRACTICE, SOLO PRACTITIONER (2005 – Present), West Chester, Pennsylvania
General Practice, including but not limited to: family law, including divorce, custody, and support; mediation, including custody, fee disputes, and, miscellaneous litigation matters; civil litigation, including small claims; business law, including entity creation and contracts; real estate; and, simple estate planning and administration.

ASSOCIATE (2003 - 2005), LAW OFFICE OF CHARLES BRUNO, ESQUIRE,
Easton, Pennsylvania

General practice, including but not limited to the following practice areas:

- **Employment Law:** Research law and advise clients with regard to employment law issues. Review employment policies. Prepare employment agreements.
- **Commercial and personal injury litigation:** Research law. Prepare pleadings, briefs and discovery. Conduct depositions. Assist with legal strategy. Argue before the courts.
- **Family Law:** Prepare filings for divorce and custody matters. Represent clients in court proceedings.
- **Workers' Compensation:** Represent claimants and employers in cases.
- **Municipal:** Assist with duties of a township solicitor representing a Second Class Township.

CORPORATE ATTORNEY (2001 – 2002), B. BRAUN MEDICAL INC., Bethlehem, Pennsylvania
Represented international medical supply companies.

- Prepared exceptions to supply agreements submitted with requests for proposal.
- Drafted deal-specific distribution agreements and negotiated terms with distributors.
- Oversaw litigation and informal claims pertaining to employment, workers' compensation, products liability and miscellaneous commercial matters.
- Prepared and reviewed employment agreements and contracts for hiring and benefits.
- Reviewed advertising and promotion materials to ensure compliance and limit liability.

ASSOCIATE (1998 - 2000), EIZEN FINEBURG & McCARTHY, LLP, Philadelphia, Pennsylvania
Prepared documentation and researched law for individuals, business entities and private foundations in corporate, transactional, contract, intellectual property, real estate, tax and related matters.

- **Corporate:** Incorporated, organized, merged, converted, and reorganized entities. Prepared unanimous consents, meeting minutes, bylaws, and operating agreements.
- **Transactional:** Performed due diligence. Prepared documentation in support of corporate transactions. Oversaw limited partnership offerings.
- **Contracts:** Prepared notes and mortgages, options on real estate, licenses, assignments, assumptions, consent, joinder, and other commercial agreements.
- **Intellectual Property:** Researched trademarks. Prepared license agreements, assignments and registrations of federal and state trademarks.
- **Employment:** Researched and advised clients with regard to employment law. Prepared employment and consultant agreements.
- **Real Estate:** Prepared deeds, realty transfer tax forms and leases. Negotiated leases.
- **Tax:** Prepared and filed tax elections and returns. Researched taxation of private foundations.

Resume of Jean M. Dorton, Attorney at Law

ADDITIONAL LEGAL EXPERIENCE

ADJUNCT FACULTY MEMBER (2002) NORTHAMPTON COMMUNITY COLLEGE,
Bethlehem, Pennsylvania

- Taught class in Law Office Management to students of paralegal studies.

LEGAL ASSISTANT (part-time, 1996 - 1998), INTERDIGITAL COMMUNICATIONS CORP.,
King of Prussia, Pennsylvania

Assisted corporate counsel with employee stock options, SEC compliance, and strategic planning.

- Configured data to create a database for warrants on stock options software.
- Processed and maintained records of option grants and exercises.
- Researched corporate, securities, and international law on LEXIS-NEXIS and the Internet.

LEGAL INTERN (summer, 1996), VILLANOVA COMMUNITY LEGAL SERVICES, in cooperation
with DELAWARE COUNTY LEGAL ASSISTANCE, Chester, Pennsylvania
Counseled and represented tenants in class action settlement with Chester Housing Authority.

PARALEGAL SPECIALIST (1992 - 1995)

RESOLUTION TRUST CORPORATION (RTC), Valley Forge, Pennsylvania

Supported federal attorneys overseeing thirty failed financial institutions' bankruptcy and litigation cases.

- Located assets in connection with bankruptcy notices received from debtors' counsel.
- Researched dockets, statutes, case law, and outside counsel qualifications.
- Implemented internal policies and procedures.
- 'Employee of the Month' awarded December, 1994.

PARALEGAL - VOLUNTEER (part-time, 1991 - 1992)

LEGAL AID OF CHESTER COUNTY, West Chester, Pennsylvania

Prepared briefs in support of unemployment compensation appeals filed on behalf of legal aid clients.

PARALEGAL - ZONING AND LAND USE (1991 - 1992)

RILEY, RIPER, HOLLIN & COLAGRECO, Paoli, Pennsylvania

Assisted zoning and land use attorneys with applications for township approval of client projects.

- Researched deeds, mortgages, tax records, historical designations, and township ordinances.
- Prepared and filed pleadings and applications.
- Drafted memoranda, indexes and exhibits.

EDUCATION

Juris Doctorate,

VILLANOVA UNIVERSITY SCHOOL OF LAW, Villanova, Pennsylvania, 1998

Paralegal Diploma, Administrative and Public Law Program,

THE INSTITUTE FOR PARALEGAL TRAINING, Philadelphia, Pennsylvania, 1991

B.S. in Business Administration, with a minor in Economics,

WEST CHESTER UNIVERSITY, West Chester, Pennsylvania, 1987

MEMBER: Pennsylvania and Chester County Bar Associations