

Education

Kutztown University, Kutztown, PA	May 2020
Master of Public Administration	GPA 3.83 Summa Cum Laude
Bachelor of Applied Science in Public Administration/Paralegal Studies	May 2018
Member of Phi Kappa Phi and Pi Sigma Alpha Peters/Dixon Political Sciences Award Recipient 2018	GPA 4.0 Summa Cum Laude
Lehigh Carbon Community College, Schnecksville, PA	August 2016
Associate of Applied Science in Paralegal Studies	GPA 4.0 Summa Cum Laude
Lehigh Carbon Community College, Schnecksville, PA	May 2005
Associate of Applied Science in Criminal Justice Administration	GPA 3.25 Dean's List 2002

Qualifications

- Experience communicating clearly and interacting with diverse populations to identify and resolve complex issues
- Outstanding administrative and management talent with a flair for building interpersonal rapport between stakeholders
- Effectively balance multiple priorities and meet deadlines while improving best practice policies
- Manage and enhance vital political/professional negotiation by providing relevant and accurate subject matter analyses

Professional Experience

Maehrer Law Offices, Wescosville, PA	May 2018-current
Executive Paralegal	

- Preparation of PA inheritance tax schedules, decedent tax documents, and other Probate and Orphans' court filings
- Draft documents for attorney review in matters of Estates & Trusts, Contract law and Business organization
- Serve as personal liaison between counsel and client while using trusted judgment to derive pertinent case facts
- Manage client meetings and conduct supplemental research into relevant legal issues for corresponding cases
- Office management, General and IOLTA account management, bookkeeping, payroll, and office supply procurement

Kutztown University, Kutztown, PA	May 2019-current
Programming & Policy Analyst, Pennsylvania Small Business Development Center Lead Office	

- Draft new program guidelines directing the conduct of all employees throughout the statewide PASBDC network
- Review, research and update existing PASBDC operational policies to ensure federal and state legal compliance
- Perform systemic audits of state center client files for adherence to program guidelines and compile advisory reports
- Complete various specialized projects under the direction of the PASBDC Associate Statewide Program Director

Borough of Lehigh, Lehigh, PA	September 2019-current
Main Street Steering Committee Coordinator	

- Fostered and supported relationships between downtown district businesses and local government officials
- Developed and administered small business and consumer surveys to measure community metrics
- Assisted individual owners with funding and program applications to increase business viability and longevity
- Attended and participated in various community-oriented and borough directed meetings and events

Kutztown University, Kutztown, PA	August 2018-May 2019
Graduate Assistant, Department of Political Science and Public Administration	

- Assisted departmental faculty with research projects, assignments, and design of course-specific academic materials
- Maintained office hours for tutoring services and curriculum guidance for undergraduate and graduate students
- Proctored examinations and contributed to undergraduate class curriculum as a topic-specified guest lecturer
- Scheduled and coordinated department-specific tours, meetings, and events for both student and public attendance

Lehigh Carbon Community College, Schnecksville, PA	September 2016-December 2019
Para-graduate Tutor	

- Worked with individual students or small groups of students to reinforce and enhance program educational goals
- Conducted comprehensive analyses of legal theorem and classroom resources alongside tutor clients
- Offered clients further clarification regarding theories of law and an alternate explanation of key paralegal concepts
- Bolstered student client self-confidence through the introduction and development of effective study habits

Office of Lieutenant Governor Mike Stack III, Harrisburg, PA
Intern/Legislative Aide

January 2018-May 2018

- Organized and coordinated logistics for large events between constituents and government groups throughout the state
- Researched and presented findings at vital legislative meetings comprised of elected officials and distinguished guests
- Drafted correspondence, agendas, and reports on legal and legislative issues for the briefing of senior staff members
- Implemented new technologies to encourage continuous improvement to existing office practices

RiverWalck Restaurant Inc, Parryville, PA
Assistant Bar Manager

May 2014-October 2018

- Personnel management of 15 or more employees, adjusting to meet the needs of restaurant organizational demands
- Oversight of physical bar area, ensuring staff compliance with state/local liquor and food-service regulations and laws
- Reviewed daily accounts and sales, reconciled discrepancies in register funds, and ensured proper cash management
- Facilitated communication between the kitchen and floor staff to provide an exceptional customer experience
- Resolved all employee and customer issues in a timely manner and according to established company guidelines

Rapa Law Offices, P.C., Lehigh, PA
Intern Paralegal

April 2016-August 2016

- Drafted client letters, various legal documents and form filings for use by counsel and entry into official court records
- Docketed and calendared court hearings and scheduled client consultations for three managing attorneys
- Conducted factual and legal research, provided support on various legal projects, and completed assigned tasks
- Served as the initial office contact for clients and maintained confidential telephone and in-person contact practices

Eviel LLC/The Zoo Health Club, Lehigh, PA
Managing Partner/Owner

February 2012-January 2014

- Managed employee staffing and scheduling, human resource obligations and staff member performance reviews
- Oversaw operational budgeting and fiscal records, payroll services, and conducted cost/benefit investment analyses
- Oversaw business marketing and promotion, supply procurement, and conducted vendor contract negotiations
- Provided customer service and support for individual gym members and prospective clients throughout the community

Lehigh County Juvenile Detention, Allentown, PA
Juvenile Correctional Officer/Supervisor

November 2004-February 2012

- Led a staff complement of 10 officers tasked with the security and safety of juvenile offenders within a locked facility
- Preserved staff compliance with all policies, procedures, and regulations of the PA state correctional department
- Provided care, direct supervision, and resource management to juvenile residents and their families
- Drafted daily operational reports on facility-wide events, inmate misconduct reports, and behavior management plans

Professional Associations & Licensure

- **Pennsylvania State Notary Public | Commission expires December 21, 2022**
- **Northwestern Swim & Fitness, Inc | Board of Directors, Treasurer**
 - American Bar Association, Member No.: 03319498
 - National Association of Legal Assistants (NALA), Member No.: 217151