

JESSICA R. KEESHAN, Certified PLS

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EDUCATION:

March, 2007 - Certified Professional Legal Secretary Certificate
May 16, 2002 - Estate Planning and Probate for the Paralegal/Legal Assistant in Florida
April 18, 2002 - Essential Litigation Skills for Florida Paralegals Seminar
October 2, 2001 - QuickBooks Made Easy for the Law Firm Seminar
March, 1996 - Florida Civil Litigation Practice for Paralegals Seminar
December, 1993 - WordPerfect for the Law Office Seminar
September, 1993 - Segal Institute, Clearwater, Florida, Legal Secretary Certificate
December, 2008 - Notary Public for the State of North Carolina

AFFILIATIONS:

National Association of Legal Secretaries (NALS), NALS of Charlotte, International Virtual Assistants Association, Virtual Assistant Networking Association, and Alliance for Virtual Businesses

PROFESSIONAL EXPERIENCES:

INDEPENDENT CONTRACTOR (September, 2007-Present)

Virtual Legal Assistant

Assisting firms on an as needed basis with special projects, case management, trial preparation, administrative tasks, transcription, legal document preparation/editing, forms management/updates, time entry, overflow assignments, word processing, database maintenance, internet research, and monthly billings

GREENBERG TRAUIG, Tysons Corner, Virginia (December, 2005-July, 2007)

Legal Assistant to two Shareholders in Wealth Management Group
Estate Planning/Wills/Trusts/Foundations/Probate

SILVERBLATT LAW OFFICE, Harker Heights, Texas (January, 2004-September, 2005)

Legal Secretary/Paralegal
Estate Planning/Wills/Trusts/Probate/Guardianship

KUTCHINS & BISHOP, P.A., Oldsmar, Florida (May, 1998-October, 2003)

Legal Assistant/Office Manager to Senior Attorney/Property Manager
Civil Litigation/Corporate/Estate Planning/Probate Administration/Family Law/Bankruptcy

BORNSTEIN & OPPENHEIMER, Attorneys at Law, Louisville, Kentucky (July, 1996-April, 1998)

Legal Secretary
Real Estate/Corporate/Civil Litigation/Personal Injury/Family Law/Landlord-Tenant/Probate Administration

LOUISE B. ZEULI, P.A., Orlando, Florida (March, 1995-June, 1996)

Legal Secretary
Plaintiff's Personal Injury/Family Law/Plaintiff's Medical Malpractice/Estate Planning/Guardianship/Civil Litigation

KUTCHINS, BISHOP & SCHULTZ, P.A., Oldsmar, Florida (September, 1993-February, 1995)

Legal Secretary/Office Manager to Senior/City Attorney
Civil Litigation/Corporate/Estate Planning/Probate Administration/Governmental Law/Family Law

WORD PROCESSING EXPERIENCE:

Litigation: Civil Litigation and Family Law

Draft and edit Motions, Pleadings, Memorandums, Proposed Orders, Notice of Hearings, Judgments, and Discovery Documents (i.e., Interrogatories, Request for Admissions, Request for Production of Documents, Subpoenas, and Notice of Taking Depositions)

Estate Planning, Wealth Management and Probate Administration

Draft and edit Wills, Trusts, Powers of Attorney, Living Wills, Transfer Deeds, Probate Pleadings, Guardianship Pleadings, and Formations of Family Offices and Family Foundations

Personal Injury, Medical Malpractice, Trial Preparation

Medical records requests; review, organize and draft medical records summaries; prepare deposition summaries; prepare trial notebooks

Corporate and Miscellaneous

Draft and edit Articles of Incorporation, By-Laws, Minutes, Stock Purchases, Contracts, Agreements, and Annual Reports; maintain Corporate Minute Books; prepare Demand Packages; prepare bankruptcy packets

KNOWLEDGE, SKILLS AND ABILITIES:

Excels in attention to detail, is dependable and dedicated, is a self-starter, possesses exemplary interpersonal and organizational skills, is a team player, maintains excellent work ethics and knowledge of legal terminology and court administration procedures.

Exhibits strong written and verbal communication skills; able to effectively deliver information orally within a diverse range of venues (i.e., interoffice meetings, telephone conferences, board meetings); able to deliver information to a multitude of audiences including secretaries, paralegals, attorneys, shareholders, judges and business owners; well-versed in legal and business writing and has been employed as a proofreader, editor, and author of critical and complex documents; responsible for coordinating attorney meetings and conference calls with multiple-party calendars, including identifying required forms/files pertinent to client/matter being discussed; and meets with clients and attorneys to develop a detailed list of procedural requirements and documents needed as they relate to the specific need of the client.

Performs all aspects of managing a law office, including supervising and overseeing daily office procedures, bookkeeping, office supply purchasing, coordinating hearings, depositions and mediations, maintaining tickler response times to various legal pleadings and client deadlines, telephone communications with courthouse personnel and clients, answering and screening attorney telephone calls, discovery document assembly, coordinating in-house office functions, preparing and sending monthly billing statements, maintaining and updating client financial information on database, maintaining weekly client status charts, assisting with legal signings as Notary Public, processing check requests, processing reimbursements for attorneys, entering attorney billing hours, and maintaining attorney calendars.

Acted as liaison with Board of Directors to client’s foundation, prepared agenda and corporate documents relating to board actions (e.g., unanimous consents, amendments, minutes, and resolutions), maintained/updated minute book; prepared, distributed, and monitored all charitable contributions/distributions made by client’s foundation.

Supervised management of several client-owned investment and property management businesses, monitored bank accounts, corresponded with managers to ensure efficient daily operations of the facilities, oversaw payments of utility and construction bills.

Coordinated semi-annual meetings for high-profile clients involving their attorneys, CPAs, and financial advisors; drafted meeting binder to include compilation of client’s complete financial data to prepare net worth reports.

Organized and indexed ten years of electronic files on hard drive for user-friendly ease of retrieval at Kutchins & Bishop, P.A., continued the index by client under the appropriate area of law. Further organized client files to chronologically reflect their correspondence, records, bills, as well as court pleadings. Created first Law Office Manual for Kutchins & Bishop, P.A.

Committed to excellence by attending legal education seminars, workshops and meetings; must meet Continuing Legal Education requirements to maintain certification of PLS status.

TECHNOLOGY:

WordPerfect 11	QuickBooks Pro 2001	Microsoft Office 2007	Law Chat
Time Matters 6.0	Lexis/Nexis Automated Florida Probate Forms	Delta View	dBase IV
TimeSlips 11.0	WinFax Pro 10.0	Transcriber	
CMS Billing Systems	Video Conferencing, including two seminars	Best Case Bankruptcy software	