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**WORK EXPERIENCE:**

**OBERMAYER REBMANN MAXWELL & HIPPEL, LLP**

100 Four Falls Corporate Center, Suite 625  
West Conshohocken, Pennsylvania  
Part time Legal Assistant - Family Law  
January 2016 - Present

**LAW OFFICES OF NEAL S. AXE, LLC**

2300 Computer Avenue, Suite I-47  
Willow Grove, Pennsylvania  
Part Time Legal Assistant - Personal Injury  
September 2010 - January 2016

**COZEN O'CONNOR**

Philadelphia, Pennsylvania  
Legal Secretary - Commercial Litigation  
October 2001 to September 2010

**KAPLIN STEWART**

Blue Bell, Pennsylvania  
Legal Secretary - Insurance Defense Litigation  
June 1993 to October 2001

**TIMONEY KNOX HASSON & WEAND**

Fort Washington, Pennsylvania  
Legal Secretary - Insurance Defense  
January 1991 - June 1993

**GENERAL ACCIDENT INSURANCE COMPANY**

Philadelphia, Pennsylvania  
Legal Secretary - Insurance Defense  
June 1985 - January 1991

**LIBERTY MUTUAL INSURANCE COMPANY**

Marlton, New Jersey

Executive Secretary  
September 1983 to June 1985

**EDUCATION:**

**AMERICAN INSTITUTE FOR PARALEGAL STUDIES**

Mahwah, New Jersey

Graduated: June 1985

Paralegal Certificate

References available upon request.