

Gloria D. Elder

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Temple, TX 76503

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OBJECTIVE: To provide Paralegal services and Mobile Notary support in a sub-contractual role for various companies and organizations from my virtual office.

**PROFESSIONAL
AND COMPUTER
SKILLS:**

Typing: skilled (70+ wpm); Transcription: proficient; Shorthand: trained
Software: Windows (XP/Vista), Microsoft Office 2007, Web and E-mail,
Word Perfect, Corel, Lotus 1-2-3, Quicken, Excel
Machinery: FAX, copier, LAN, Dictaphone, 10-key adding machine

EXPERIENCE:

Sep 05 – Dec 07

Becker, Kellog & Berry, PC

Springfield, Virginia

Legal Assistant (Family Law)

Legal secretary and administrative assistant for managing partner of a fast-paced firm dealing primarily in Family Law. Support multiple requirements for two other lawyers and the firm's staff. Performs all functions expected, including case management, filing, document preparation and research.

Sept 04 – Mar 05

Law Offices of Ed L. Laughlin

Killeen, Texas

Paralegal (Family Law)

Paralegal for a multi-lawyer law firm specializing in family law, criminal law and bankruptcy law; prepared correspondence and pleadings; filing and records management; daily direct contact with clients.

May 02 – Aug 03

A. Mark Stremel Law Office

Manhattan, Kansas

Paralegal (Family Law)

Senior Paralegal for a one-lawyer law firm specializing in family law, criminal law and bankruptcy law; prepared correspondence and pleadings; filing and records management; daily direct contact with clients and County clerks.

Sep 00 – Jun 01

Seaton, Miller, Bell & Seaton, LLP

Manhattan, Kansas

Legal Assistant (Family Law)

Legal Assistant for a multi-lawyer law firm specializing in family law; prepared correspondence and pleadings; filing and records management; daily direct contact with clients and County clerks.

May 99 - June 00

Jacobson and Jacobson

Junction City, Kansas

Legal Assistant (Family Law)

Legal Assistant for a two-lawyer law firm specializing in family law; prepared documents, filing and records management; made initial contact with clients, gathered information and prepared supporting documents; provided advice and information to office staff.

Aug 98 - Apr 99

Rodgers & Dickerson

Lutherville, Maryland

Paralegal (Bankruptcy)

Only Legal Assistant at satellite locations for a major Maryland law firm specializing in bankruptcy; conducted client interviews, prepared documents and correspondence; manually prepared forms and documents.

Gloria D. Elder
(Continued)

Apr 97 - May 98 **Scott, Hulse, Marshall, Feuille, Finger & Thurmond, P.C.**
El Paso, Texas
Legal Assistant (Probate)
Legal Assistant for major Texas multi-attorney law firm; specialized in Probate Law for a single attorney; worked closely with firm's paralegal; initially served in word processing department and prepared a wide range of legal correspondence and documentation.

EDUCATION: **Associate's Degree in Paralegal Studies**
Kaplan College, Boca Raton, FL
Graduate, December 2001

Certificate, Paralegal Studies
School of Paralegal Studies, Boca Raton, FL
Graduate (with honors), December 2000
Member of the Delta Epsilon Tau International Honor Society

SPECIALTY Law Office Management, Litigation Assistant, Real Estate Law,
CERTIFICATIONS: Legal Research

International Virtual Assistant Association (IVAA) *Ethics Certification*,
Verification #: 01-07-00123

Notary Public: *Texas and Virginia*
Notary Signing Agent: *Texas*

COMPUTER *Legal Network Application Training; Windows ; MS Office;*
TRAINING: *WordPerfect; MS-DOS, DBASE III; Lotus 1-2-3.*

CONTINUING El Paso County Legal Secretaries Association: *Notary Law*
LEGAL EDUCATION: Lorman Education Services: *Internet Research for Kansas and Missouri*
Micro One: *Legal Network Applications Training*
StaffCentrix: *Ethics for Office Professionals*

PROFESSIONAL Member, Notary Signing Agent (NSA)
ORGANIZATIONS: Member, National Notary Association (NNA)
International Virtual Assistant Association (IVAA)

VOLUNTEER Served in many community leadership positions, with experience in
WORK: organizational behavior, communication techniques, and management
functions. Recognized by the Secretary of Defense for community
work. Multiple Volunteer awards. Received Commander's Medal for Public
Service.

References Available Upon Request