**SUSAN L. SCHWAB**

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**PROFESSIONAL OBJECTIVE**

Seeking a challenging position in the legal field and/or in social services/research to utilize my bachelor’s in Social Sciences, my associates in Paralegal Studies and my previous working experiences.

**EXPERIENCE HIGHLIGHTS**

* Perform all paralegal/secretarial tasks related to probate, trust administration, guardianships, conservatorships, estate planning, and corporate law.
* Perform legal research, interpret laws, policies, and regulations, create legal documents, able to work effectively and independently, comfortable working with court staff, and able to maintain progress on several functions simultaneously.
* Knowledge of WordPerfect, Microsoft Word, PCLaw, Outlook, Excel, Quicken, Lotus, and various legal research tools.

**EMPLOYMENT HISTORY**

* Paralegal/Small Office Manager, Lloyd R. Summers, P.C., Lake Oswego, OR, 2000 - Present

Legal research, conduct all probate, trust funding and administration, estate planning, conservatorship/guardianship and corporate duties related to paralegals and fiduciaries. Perform assignments independently with minimal supervision while exercising confidentiality, tact, and diplomacy. Also perform all tasks required to run a small law office including all accounting, payroll, client relations, business tax return preparation, inventory control, maintaining files, all paralegal, secretarial, and receptionist duties. Current Notary Public.

* Paralegal, Kell, Alterman & Runstein, L.L.P., Portland, OR, 1994 - 2000

Probate, estate planning, trust and tax law duties as related to paralegals. Drafted pleadings and assisted client and attorney in all aspects of probate procedure. Performed legal research, and extended client service. Collection and receptionist duties. Commissioned Notary Public.

**EDUCATION**

* Marylhurst University: B.A. in Social Sciences, 2008
* Portland Community College, Associates of Science in Paralegal Studies, 2001

Certificate in Paralegal Studies, 1999

**AFFILIATIONS**

Oregon Paralegal Association (OPA), 1997 - Present