

**ANTHONY P. WILLIAMS**  
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### **SUMMARY**

Certified Paralegal with excellent working knowledge of legal terminology, general law with proficiency in the following:

- Microsoft Word
- Excel
- TurboLaw
- TimeSlips
- Familiar with CATIC PrepExpress
- Family Law Litigation
- Probate Litigation
- Estate Planning
- Real Estate
- Collections / 93A Letters

### **PROFESSIONAL EXPERIENCE**

SHEILA L. MULHOLLAND, ESQ., Mulholland & deSousa, Springfield, MA

06/07 - 03/12

**Paralegal -**

& 10/01 - 03/02

- Provided general support to solo practitioner specializing in domestic relations, estate planning and administration, and residential real estate.
- Responsibilities included drafting complaints for divorce, modification and contempt, motions, discovery requests (and responses to the same), preparation of financial statements, subpoenas, correspondence, Wills, Health Care Proxies, Durable Powers of Attorney and Do Not Resuscitate Instructions.
- Drafted 93A letters and demand letters.
- Provided peripheral support in residential closings such as requesting Municipal Lien Certificates and mortgage payoffs, drafted deeds and mortgages and recorded same with appropriate deed registry.
- Prepared petitions, correspondence and all supporting documents relative to adoptions and guardianships of minors;
- General office duties included reception, filing, phone work, scheduling, and invoicing from entry of data into TimeSlips billing program through generation of invoices and recording of payments and expenses.

CAROL CIOE KLYMAN, ESQ., Shatz, Schwartz and Fentin, P.C., Springfield MA

04/06 - 03/07

**Paralegal -**

- Provided support to partner specializing in estate planning, elder law and probate litigation.
- Responsibilities included preparation of Medicaid Applications, correspondence and scheduling.

GINA M. BARRY, ESQ., Bacon & Wilson, P.C., Springfield, MA

**Paralegal -**

03/02-03/06

- Provided support to associate attorney with focus on Rogers guardianships.
- Responsibilities included obtaining initial Rogers Order, timely renewal of expiring orders and modification of existing orders involving extensive communication with attorneys, nursing homes, doctors, social workers and other applicable care providers as well as family members and non-family guardians.
- Coordinated the completion of medical certificates, reviewing the same for compliance and continuity, and drafted motions and proposed orders.
- Peripheral involvement with probating of estates.

CORNELIUS W. PHILLIPS, III, ESQ., Dunn & Phillips, P.C., Springfield, MA

**Paralegal -**

03/91-07/01

- Provided support to partner and associates with regard to general litigation, estate planning and administration, domestic relations matters, collections, and corporations.
- Responsibilities included correspondence, preparation of complaints for divorce and all supporting documentation including complaints, discovery requests, motions, affidavits, and financial statements.
- Prepared Wills, Health Care Proxies and Durable Powers of Attorney; handled estate administration preparing all documents including petitions, notices to interested parties, fiduciary bonds, inventories, and first and final accounts; visited cemeteries and searched obituaries (online and microfiche) to locate kin of decedents.
- Drafted all documents relating to collections from demand letters, 93A letters, complaints, motions, findings and rulings. Prepared articles of incorporation, corporate votes and annual filings with the Commonwealth.
- Prepared applications and all supporting documents relative to the obtaining and transfer of liquor and beer and wine licenses in Springfield, Massachusetts.
- Drafted successful appeal of denial of employee death benefits by Hampden County Retirement Board including interview of witnesses, preparation of supporting affidavits, the request for and compilation of medical records, drafting of correspondence with expert witness, all pleadings and preparation of exhibits.

**EDUCATION**

- 1997 Certificate in Paralegal Studies  
Our Lady of the Elms College, Chicopee, MA 01013  
ABA Certified program
- 1985 Bachelor of Science – Mass Media and Management  
Westfield State College, Westfield, MA 01085

**REFERENCES**

Kelly Flynn, Esq. (413) 221-8073  
Kristina Bordieri, Esq. (413) 788-4551

Gina M. Barry, Esq. (413) 781-0560  
Wayne Peereboom, Esq. (413) 787-9955