

SHERRY LEE TAYLOR
721 N. Forest
Webster Groves, MO 63119
(314) 346-0814

EMPLOYMENT

- Managing
Desk Worker **Sunset Tennis Center**
December 2011 – present
Provide customer service by booking courts, taking payments, registering customers for clinics and tournaments, and answering questions about the facility, pros and its programs. Assist in organizing the weekly interclub matches. Create and maintain a PowerPoint presentation for lobby television. Provide email marketing for clinics and interclub newsletter. Provide billing assistance by auditing the daily receipts and court sheets and preparing the daily cash deposit. Provide training for new staff and manage front desk worker schedule.
- Library Clerk **St. Louis County Library**
December 2019 – August 2020
Sorted and shelved library materials and shelf-read to ensure that library materials were visible and readily accessible to patrons. Retrieved materials to fulfill patron requests. Checked materials in and out using Sierra ILS. Performed online curbside request chat, as well as ran curbside deliveries. Prepared the library for opening and closing.
- Administrative
Support **Voices for Children**
April 2017 – October 2018
Provided administrative support to legal staff including maintaining physical and online case files, maintaining CLE compliance documents, and organizing donation items. Ensured compliance with document retention policy. Assisted in creating materials for Voices' board of director's meetings.
- Administrative
Support **Network for Strong Communities**
January 2016 through September 2016
Provided administrative support to local St. Louis chapter of the Association of Fundraising Professionals. Maintained and edited the chapter website, which included updates on event information, links to registration, and job listings. Created email communications and registration pages for chapter events. Assisted executive board in planning monthly chapter meetings, luncheons, seminars, and annual conference and maintained registration for the events. Provided customer service to all chapter members regarding membership questions, registration, programming and continuing education credits.
- Judicial
Clerk **Staff Attorney Office, Twenty-Second Judicial Circuit**
October 2003 – November 2004; February 1996 – August 1998
Performed legal research, prepared draft orders and judgments, edited and cite-checked orders and judgments, and provided quick-reference assistance and analysis of civil and criminal legal issues for circuit judges.

Attorney	Private Practice August 2000 – March 2002 Represented Division of Family Services in appeals of termination of parental rights cases. Represented a natural parent in an appeal of a termination of parental rights.
Attorney	Division of Legal Services, Department of Social Services August 1998 – June 1999 Represented Division of Family Services, Division of Child Support Enforcement, Division of Youth Services and Division of Aging, advised caseworkers, performed legal research, and appeared in juvenile, probate and appellate courts.
Judicial Clerk	Hon. Kathianne Knaup Crane, Missouri Court of Appeals, Eastern District August 1994 - August 1995 Performed legal research, prepared pre-argument memoranda, assisted in drafting opinions, edited and cite-checked opinions, and attended oral arguments.

EDUCATION

University of Missouri – Columbia
School of Information Science & Learning Technologies
Admitted Summer 2019 (Completion target of December 2021)

Saint Louis University School of Law
J.D., *cum laude*, May 1994; Order of the Woolsack
Rank: Top 10%

Washington University
B.A., May 1988
Double Major: Economics and Political Science

PROFESSIONAL MEMBERSHIPS

Missouri Bar, October 1994
Illinois Bar, May 1995

VOLUNTEER EXPERIENCE

Board Member	Washington University Campus YMCA, Board of Managers October 1994 – present Executive Positions Held: Board Chair, Annual Campaign Chair and Board Development Chair
Community Member	Juvenile Conference Committee, St. Louis County Family Court June 2002 – June 2005 and June 2009 - present Positions: Member and Secretary
Advocate	Voices for Children September 2009 – present Position: Court Appointed Special Advocate
Library Volunteer	Hixson Middle School August 2011 - 2013