

Nancy L Nuzzi
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PARALEGAL

Highly motivated, versatile and resourceful professional with an Associates Degree in Applied Business in Legal Assistant. Over 15 years experience with Ohio Paralegal Services, Inc a pre-employment screening, record retrieval/filing and limited abstracting business. Dependable with a strong background in employment screening, court system and real property. Able to multiple tasks and manage responsibilities in a fast-paced demanding environment; effective in stressful situations; strong research skills.

Skills Includes:

- Familiarity of the court system and administrative offices. Filing legal documents in appropriate courts
- Locating and researching anything of public record.
- Managing time and projects with close attention to deadline
- Efficiently running an office delegating responsibilities
- Microsoft Works, Sage software, computer knowledge, fax operations, scanning, Photo Shop, Pacer, internet

Professional Experience

Ohio Paralegal Services, Inc • 4628 Middle Dr. Youngstown, OH 44505 1997 to 2008

Oversee the operations of the company, hire and terminate employees, generate new business, travel to courthouses and administrative offices to conduct searches & file legal documents, write-up reports, research anything of public record on computer and courthouse. Conduct background searches and current owner searches.

ETI Technical College- Legal Assistant Advisory Board • Niles, OH 44446 2002-present

The advisory board meets twice a year. The purpose of the committee is to offer advice to make the program better, to run smoothly, to help the students and to make sure that they are learning what they need to know upon entering the work force. Periodically speak to a graduating class about different employment opportunities.

Independent Paralegal Services · Howland, OH • 1990-1997/partner

Started and managed the background screening segment of the business.

Churchill United Methodist Church • Nursery School Coordinator • Liberty, OH 2006-present

Oversee the order & care of the nursery, attend Education Commission meeting once a month to give input & suggestions for the children's and nursery programs, schedule volunteers for nursery. Part-time

City Of Girard • Clerk of Council • Girard, OH • 7/08 to present

Attend two meetings a month, take and prepare minutes, prepare agenda & packets for councilmen, contact media, fax notices to Legal news, file legal documents when needed, make public records available. Part-time

Chess Electric • Office Help • Girard, OH • 9/2008/Laid Off 4-24-09

Part time. Accounts receivable/payable, receive parts, pull orders, answer phone.

Education

ETI Technical College

Degree in Applied Business in Legal Assistant

Mahoning Valley Economical Development Corporation • Belmont Ave., Liberty, OH

Completed a 6 month internship, attended closings, prepared and filed UCC's for closings, conducted lien and judgment searches on companies, maintained tickler system.

REFERENCES AVAILABLE UPON REQUEST