

VALERIE A. DOLAN, RP

**LAW OFFICES OF DAVID T. SHULICK, ESQUIRE
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CERTIFICATIONS/SKILLS:

PACE Registered Paralegal - Paralegal Advanced Competency Exam (June 1, 2004)

Certified Paralegal - American Center for Technical Arts and Sciences - Paralegal Studies (January 1996)

Pennsylvania Notary Public (current renewal period April 28, 2005 – April 28, 2009)

United States Bankruptcy Court for the Eastern District of Pennsylvania – Certificate of Completion – “Introduction to Electronic Case Files” (May 12, 2004)

WORK EXPERIENCE:

Law Offices of David T. Shulick, Esquire, Philadelphia, PA (February 2006-Present) - Primary litigation support paralegal for a highly recognized civil litigation attorney who earned “Best of Philly – 2005, 2006 & 2007” award. Manage all legal and litigation related matters, including, but not limited to, trial and exhibit preparation, collaboration with electronic trial and deposition third party presentation firms, internal preparation of electronic trial and deposition materials, preparing, drafting and filing pleadings and discovery together with corporate records and estate planning documents. Attend defense medical examinations and other administrative hearings and conferences where lawyers are not mandated to appear, including, but not limited to, Pennsylvania Human Relations Commission hearings. Manage and coordinate expert witnesses regarding written reports and subsequent depositions and trial attendance. Perform legal research and factual investigations, in addition to managing and updating all personal injury files regarding medical records, medical specials and following-up file investigations with respect to witnesses, insurance companies and corporate identities.

Liss & Marion, P.C., Philadelphia, PA (August 2005–February 2006) - General pre-litigation paralegal for personal injury law firm. Perform legal research and factual investigations, in addition to managing and updating all personal injury files regarding medical records, medical specials and following-up file investigations with respect to witnesses, insurance companies and corporate identities.

Dolchin, Slotkin & Todd, P.C., Philadelphia, PA (February 1996-August 2005) – Litigation paralegal for boutique law firm, which included the following areas of law: estate planning, estate administration, corporate, immigration, personal injury, medical malpractice, legal malpractice and contracts. General paralegal duties, including, but not limited to: trial and exhibit preparation, preparing, drafting and filing pleadings, discovery answers, deposition notices and subpoenas, immigration forms, corporate records, estate planning and estate administration documents, attending defense medical examinations and other non-lawyer hearings, coordinating experts for depositions and trial attendance, performing legal research and factual investigations, in addition to managing and updating all personal injury files regarding medical records, medical specials and following-up file investigations with respect to witnesses, insurance companies and corporate identities.

PROFESSIONAL ASSOCIATIONS AND MEMBERSHIP:

Philadelphia Bar Association (2006-present) - Ex-Officio Member of the Board of Governors (2006-2007)

Philadelphia Association for Paralegals (PAP) (2002-present) - Board Advisor (2008); President (2006-2007); Board Member [Treasurer (2004)/2nd Vice President (2005)] (2003-2007); Education Committee (2003-2007); Newsletter Committee - *The Forum* (2003-2007); NFPA Representative (2003-present); Keystone Alliance Representative (2006-

present); 30th Anniversary Committee (2003); Chair, Immigration Committee (2003); Professional Development Committee (2003); Public Relations & Marketing Committee (2003)

National Federation of Paralegal Associations, Inc. (NFPA) (2002-present) - Co-Coordinator, Unauthorized Practice of Law Committee (2003-2006); Member, Strategic Planning Committee (2005-2007)

Keystone Alliance of Paralegal Associations (2002-present) - Chairperson (2007); Regulation Ad Hoc Committee (2007)

AWARDS:

Philadelphia Bar Association – Recognition and Appreciation for service as a member of the Board of Governors 2006-2007 (Awarded on January 2, 2008)

National Federation of Paralegal Associations, Inc. - Outstanding Local Leadership Award (Awarded on October 20, 2007); Award of Distinction – 2005-2006 Unauthorized Practice of Law Research Coordinator (Awarded on May 5, 2006); Award of Distinction – 2004-2005 Unauthorized Practice of Law Research Coordinator (Awarded on April 28, 2005); Award of Distinction – 2003-2004 Unauthorized Practice of Law Research Coordinator (Awarded on April 1, 2004)

Philadelphia Association of Paralegals – 2007 Certification of Appreciation (Awarded on November 13, 2007); 2003 Special Achievement Award (Awarded on March 3, 2004)

PUBLISHED ARTICLES:

The Legal Intelligencer - People In The News – Elected and Appointed (January 18, 2008); People In The News – Elected and Appointed (January 9, 2007); Paralegals Throughout Pennsylvania Honored with Paralegal Week (July 20, 2006); People In The News – Elected and Appointed (January 24, 2006); The Philadelphia Association of Paralegals' 2006 Presidential Message (January 19, 2006); An Argument for the Need to Certify and Legislate Paralegals (May 19, 2005)

Legal Assistant Today - Association Spotlight (November/December 2007)

The Philadelphia Forum - Notary E-Filing – The New Revolution (Volume 2006, Issue 2); Defining “Paralegal” (Volume 2005, Issue 1); NFPA Pro Bono: Paralegals Making a Difference (Volume 2005, Issue 1); The “R” Word – Regulation (Volume 2004, Issue 6); Do You “E” File? (Volume 2004, Issue 6); Professional Spotlight – “Setting the Pace” (Volume 2004, Issue 4); PAP History – 1998-2000 (Volume 2003, Issue 6); My Position with NFPA As Co-Coordinator for Unauthorized Practice of Law Research (Volume 2003, Issue 5); The More Things Change – The More They Stay the Same (Volume 2003, Issue 2)

PRESENTATIONS:

Philadelphia Association of Paralegals - Professional Development Luncheon (February 6, 2007)

Widener University – Paralegal Night – panel discussion (February 27, 2006)

National Capital Area Paralegal Association - Paralegals Around The Nation - panel discussion (October 2005)