

My Resume at a Glance:

Skill Bank:

Since beginning my legal career in 1998, I have worked for and with managing partners, clients, opposing counsel, judges, expert and lay witnesses, and the public. Through these workings and interactions, through the development of my professional career, I have developed certain skills. In the past six years, through my volunteer service, I have learned that these skills are equally applicable to problem-solving, counseling, and interactions with others beyond a legal context. Such skills include:

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|--------------------------|---|---|
| * Time-Management | * Public Speaking | * Flexibility |
| * Prioritization | * Listening (to what is being said and what is not) | * Fundraising |
| * Analytical | * Interviewing | * Ability to work with diverse people and in diverse situations |
| * Reasoning | * Fact-Gathering/Research | * Learning |
| * Problem-Solving | * Quick-Thinking/Thinking on my Feet | * Educating/Training |
| * Negotiating/Resolution | | * Writing |
| * Counseling | | |

Professional Work Experience:

LoveLight Creations Mount Joy PA 17552	November 2011 - Present
Susan M. Zeamer, Esq. Mountville PA 17554	July 1, 2011 - January 2013
Harmon & Davies, P.C. Lancaster PA 17603	November 2006 – June 2011
Smigel Anderson & Sacks, LLP Harrisburg PA 17110	August 2001 – November 2006
Governor's Office of General Counsel Assigned to the PA Board of Probation & Parole Harrisburg PA 17104	October 1998 – August 2001

Through my 15-year career, my practice has involved a mix of both proactive and reactive work in the areas of corporate/business law, employment/labor law, construction law and other general practice areas. Proactively, I have developed and presented trainings to fellow attorneys, hearing examiners, Parole Board members, Parole Officers, and employees of employer clients; developed policies, procedures, and manuals; drafting and reviewing contracts as well as other legal documents; and other work and actions aimed at preventing, avoiding, and/or minimizing litigation. Reactively, I respond to and/or initiate litigation on my clients' behalf. Through litigation, I have appeared in federal courts, state courts including Pennsylvania, Texas, Illinois, California and others, local courts such as the district magisterial courts, as well as federal and state agencies, and mediation and arbitration proceedings. Litigation practice requires a strict adherence to rule and court-imposed deadlines; a balancing of such deadlines for each case within a large caseload; superior writing skills; superior speaking and negotiation skills; an ability to remember and maintain small details with regard to facts, evidence, testimony and other matters; and the ability to work well with a diverse range of individuals including judges, opposing counsel and parties, colleagues, clients, both favorable and adverse witnesses, as well as others. Over the past 9

years, I have managed an extensive caseload, practice divisions, lower-level associates and interns, and social media campaigns. For the last 17 months, I have managed and overseen every aspect of my own practice as well as a new business venture.

Charitable/Volunteer Experience:

Over the course of the past 8 years, missions, volunteer and charitable work have taken a greater priority in my life. As my faith has grown, so has my desire to help others.

LCBC, Manheim PA	2005 - Present
Beyond being a partner and attending on a regular basis, I serve or have served in the following roles:	
Member, Benevolence Team, Care Ministry	2012 - Present
Prayer Team Leader, Leadership Summit Site	2011, 2012, and 2013
Prayer Team Leader, What If and Exponential Campaigns	2010, 2012
Life Group Coach, Community Life Team	Approx. 2008 - Present
Life Group Leader, Community Life Team	Approx. 2007 - Present
Various service roles	2008 - Present
Kairos Ministries, Manheim PA	2011 - Present
Fund and Awareness Raising	2012 - Present
Co-Organized Inaugural and 2nd Annual 5K Run/Walk	2012, 2013
Member of medical missions team to Guatemala	2011
Clare House, Lancaster PA	2008 - 2012
Fund and Awareness Raising	2008 - 2012
Co-Organized inaugural 5K walk	2012

Education:

Duquesne University School of Law	Juris Doctorate, June 1998
Member:	Honor Society, Phi Alpha Delta
Chair:	Alternative Dispute Resolution/Client Counseling Board
Graduated:	Top third of class with GPA of 3.259
Pennsylvania State University	Bachelor of Science, Psychology, May 1994
Member:	Honor Societies, Psi Chi and Pi Gamma Mu
Graduated:	GPA of 3.75

Past Professional Associations/Activities:

Associated Builders and Contractors, Inc., Keystone Chapter
Former Chair of Communications/PR Committee
Pennsylvania Bar Association
Former vice-chair – Corrections Committee
Women in the Profession Committee
Client and Community Relations Committee
PA and Lancaster County Bar Associations
Society of Human Resource Management

Human Resource Professionals - PA
Wills For Heroes