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WORK EXPERIENCE

Gordon, Fournaris & Mammarella, P.A.

Office Administrator

02/2008--Present

Prepare monthly productivity reports on 12 attorneys for the directors. Provide the directors with monthly revenue, billing and expense reports. Calculate both quarterly and annual bonus reports on each attorney and director. Maintain personnel files for each staff member, attorney and director. These files include 401(k), cash balance, medical (either HSA or standard care), dental, life insurance, LTD and STD elections. Handle all COBRA and unemployment inquiries. Due to Gordon, Fournaris & Mammarella, P.A. (GFM) having less than 50 employees FMLA does not apply, however I am familiar with FMLA. Review all resumes, testing and participate in interview for candidates. Initially approve time off requests, making sure all departments are covered. Due to GFM owning the building, I negotiate all the service contracts for the maintenance of the building, grounds and office equipment. I coordinate all safety inspections with the state, fire and workers compensation departments.

Philadelphia Public Defender's Office

Staff Attorney

12/1998--02/2008

I represented children in abusive or dangerous home situations, as well as children charged with delinquent acts. In this role I had daily contact with the Department of Human Services and with the Assistant District Attorneys of Philadelphia. During these contacts I advocated and coordinated the appropriate services for children, including but not limited to; medical treatment, mental health treatment and special educational needs. These services also related to making sure that parents received the necessary services for family reunification, including but not limited to; appropriate housing, drug and alcohol treatment and parenting classes. If after 15-18 months there was no improvement on the parent's part, I then worked with the Department of Human Services to petition the court for the termination of the parental rights. In cases where the child was charged with delinquent acts, seeing those thru from trial to disposition. Due to

the stress of handling these emotional cases for 20 years I left to pursue my current career.

Law Offices of Purl and Bagenstos

Partner

12/1989--12/1998

This was a general law office. The office dealt with personal injuries and negotiations with insurance companies, as well as court appointments representing adults charged with criminal offenses, parents of dependent children, and dependent children. I conducted two (2) jury trials and one (1) Military Courts Martial. Two of the special projects I was asked to become involved with were; (1) representing the Philadelphia Bar Association (criminal section) in negotiating with the City of Philadelphia on court appointment fees and (2) the Philadelphia Bar Association (family section) requested I do the same for them. This entailed contacting other jurisdictions and looking at those budgets, analyzing, and modifying them to present the best for including in Philadelphia budget. When this was completed I then testified before the Philadelphia City Counsel on the need to increase the budget for dependent children. Closed the office to work for the Philadelphia Public Defender Association.

TEACHING EXPERIENCE

C A P E

Professor

9/2006 -- Present

Prepared, organized, and presented continue legal education (CLE) courses to members of the Pa. bar association. This included the interpretation of the statutes and presenting current case law supporting the conclusions.

American Center Technical Arts & Sciences

Professor

8/2005 – 12/2007

A paralegal program where I taught Wills and Trusts, Legal Research, Torts, Criminal Procedures, Constitution Law. This includes developing lesson plans and course curriculum.

Rowan University

Professor

1/1994 - 5/1999

Rowan University, where I taught remedial Algebra, Intermediate Algebra and Geometry. While teaching here I sat on a committee to select the text books for remedial algebra and intermediate algebra courses.

Widener University School of Law

Professor

6/1993 - 7/1994

Widener University School of Law, teaching Trial Advocacy: I am currently involved with the Mentoring Program

Burlington County College

Professor

8/1989 - 12/1993

Burlington County Community College, taught several business courses to include Business Law I and II. I also taught Intermediate Algebra. The main location was at Mc Quire Air Force Base.

EDUCATION

Widener University School of Law,

Major: Jurist Doctorate

Winner of Wapner Newman award "for excellence in scholarship, oral advocacy and clinical programs involving pro bono publico responsibilities."
Outstanding Service Award for "great concern for the advancement of Widener University School of Law"

National finalist: Negotiating Skills
Regional finalist: Client Counseling
Regional finalist: Mock Trial

University of Southern California, Major: Master of Science in Education

I successfully completed all the class work required for the Master of Education. I was granted a master degree by the Army due to the number of semester hours completed but I was transferred before completing the dissertation.

University of Maryland,

Major: B.S. in Business Management

I minored in History.

Georgia Military College,

Associate Degree

AFFILIATIONS and INTEREST

Philadelphia Contract Bridge Association
Board Member 10 years
Currently President

Collect Star Trek Pocket Books (467)

Extensive Collection of James Michener Works

ADDITIONAL INFORMATION

Community College of the US Air Force Graduate Speaker

US Army
Meritorious Service Medal
Army Commendation Medal

Rowan University
Committee to select books for both remedial algebra and intermediate algebra

Philadelphia Bar Association; Criminal Section
Negotiated with City of Philadelphia on court
appointment fees for indigents

Philadelphia Bar Association; Family Section
Negotiated with City of Philadelphia on court
appointment fees for children and parents.

City of Philadelphia Council
Testified for a budget increase for dependent children.

Public Master of Ceremony for Transfer of Judge
Public Master of Ceremony for two Retiring Judges
Speaker at three Ceremonies for Retiring Judges

REFERENCES Upon Request