

Gwen Puglisi Analyst

Education

- Penn State University, Paralegal Certification 1994 – 1995
- University of New Hampshire, B.S., - Political Science 1985 – 1989

Summary

Experienced paralegal with excellent organizational, time management and written/oral communication skills. Detail oriented. Works well in a fast-paced environment and adept at working with a diverse range of personnel. Ability to conduct legal business professionally with little guidance.

Experience

- **Event Staff, Party Host Helpers**
April 2016 – Present
- **Parent Volunteer/Library Aide, Roberts Elementary School**
2009 – 2016
Responsible for coordination of library book fair. Instituted a new marketing strategy that increased sales by 35% in the first year. Provided teacher support as needed in the classroom.
- **President, Wayne Woods Garden Club**
2012 – 2014
Reorganized management of a struggling community service organization. Reviewed and revised 30-year-old by-laws to meet current operating procedures. Increased membership of the Children's Program by 60%.
- **Paralegal, URS Corp.**
October 1997 – June 2007
Provided legal and administrative support for an engineering consulting firm. Conducted legal research employing online resources such as Westlaw and Lexis Nexis. Coordinated document discovery. Assisted with document production and trial preparation. Maintained database files using Casemap software. Pre-

pared graphics using Microsoft office software and Canvas (An Adobe Illustrator comparable product). Reviewed documents to create project timelines.

- **Paralegal/Office Manager, Dynamic Visions International, DVI
January 1997 to October 1997**

Supplied legal and administrative support for a small engineering consulting department. Coordinated document discovery and organized case files. Assisted with document production and trial preparation. Prepared trial graphics using Microsoft software. Managed day to day operations of a small satellite business office.

- **Paralegal/Contracts Manager, MDCSystems®/Day & Zimmermann
June 1995 – January 1997**

Oversaw invoice management for clients and subcontractors. Provided legal and administrative support for multiple Engineers. Conducted legal research. Maintained and organized project files.

Volunteer Experience

- Wayne Woods Garden Club
- McKaig Nature Center
- Valley Forge National Park