

KATHY SNEAD
mksnead@yahoo.com
(215) 316-8324

Legal generalist with experience in litigation, corporate, class action, tax, trusts and estates, and casualty defense. Expert at recognizing and streamlining repetitive work to free up time for unanticipated problems and crises.

KS Outsourcing Solutions, Inc., Philadelphia, PA

President, 2/10-10/10

- Wrote business plan
- Business profiled in February 2010 Philadelphia magazine
- Recruited providers (accountants, lawyers, bookkeepers, computer consultants, web developers and virtual assistants) for clients
- Set clients up with providers

Greenberg Traurig, LLP, Philadelphia, PA

Legal Secretary, 2005-2009

- Drafted, revised and proofread structured finance documents
- Coordinated execution of closing documents and prepared CDs and binders for completed transactions
- Assisted with successful 2007 client corporate merger
- Set up procedures with New York Document Center to handle document overflow
- Provided back-up support to litigation and bankruptcy attorneys

Heckscher, Teillon, Terrill & Sager, P.C., West Conshohocken, PA

Legal Secretary, 2002-2005

- Created and organized documents for Orphans Court trials
- Systematized process of filing Special Needs Trusts
- Converted documents and helped lead computer conversion from WordPerfect to Word

Ballard Spahr LLP, Philadelphia, PA

Legal Secretary, 1996-2002

- Prepared, edited and distributed documents for low-income housing tax credit transactions
- Interacted independently with clients and state housing finance agencies
- Generated bills satisfying all criteria of clients and state and federal agencies

Berger & Montague, Philadelphia, PA, Legal Secretary

- Responsible for information flow among seven attorneys and three paralegals working on large class action suits
- Maintained claims databases

Hecker Brown Sherry & Johnson, Philadelphia, PA, Legal Secretary

- Managed support work associated with a major influx of business in the casualty defense area of mass tort litigation

Paul, Reich & Myers, Philadelphia, PA, Legal Secretary/Office Manager

- Designed and implemented a computerized deadline schedule
- Trained and supervised a clerical staff of four

B.A., Economics, University of Kentucky

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PROFESSIONAL EXPERIENCE

Teaching/Training

- Taught economics at the University of Pennsylvania, St. Joseph's University and Widener University
- Trained legal clerical staff, including computer training, filing court documents and general office procedures

Administrative

- Hired staff for two non-profits
- Assisted with successful 2007 corporate merger
- Responsible for information flow among seven attorneys and three paralegals working on large class action suits; Maintained claims databases
- Managed work associated with a major influx of business in the casualty defense area of mass tort litigation

Organizational

- Designed and implemented a computerized deadline schedule
- Coordinated execution of closing documents and prepared CDs for completed structured finance transactions

Financial/Technical

- Generated bills satisfying all criteria of clients and federal and state housing finance agencies
- Converted documents and helped lead computer conversion from WordPerfect to Word

EDUCATION

ABD, Economics, University of Pennsylvania
Specialization: Labor Economics and American Economic History
B.A., Economics, University of Kentucky

RECENT EMPLOYMENT HISTORY

2010, President, KS Outsourcing Solutions, Inc., Philadelphia, PA
2005-2009, Legal Secretary, Greenberg Traurig, LLP, Philadelphia, PA
2002-2005, Legal Secretary, Heckscher, Teillon, Terrill & Sager, W. Conshohocken, PA
1996-2002, Legal Secretary, Ballard Spahr LLP