

**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

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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