

JAMES J. FIORENTINI
MAYOR



CITY OF HAVERHILL
MASSACHUSETTS

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July 3, 2012

City Council President John Michitson
& Members of the City Council

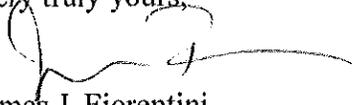
RE: Angela Scarpa, Conservation Commission

Dear Council President & Members of the City Council:

I hereby appoint Angela Scarpa of 41 Mechanic St. to the Haverhill Conservation Commission.

This is a non-confirming appointment. This appointment takes effect immediately.

Very truly yours,


James J. Fiorentini
Mayor

JJF/lk
cc: Angela Scarpa

Angela M. Scarpa
41 Mechanic Street, Haverhill, MA 01830
Home (978)372-1219 Cell (978)764-6415
angelascarpa@comcast.net

SKILLS:

- Strong communication and time management skills.
- Strong background in basic accounting.
- Team player with an excellent attendance record.
- Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, Quickbooks, Quicken, AIM Software, ABC Software, Standard Conveyancer, HBOC, Paragon and IBEX.

EXPERIENCE:

Law Offices of Bryan E. Chase, P.C.

2008- Present

Paralegal

- Answer and direct calls on a multi-line telephone system with minimal hold times.
- Maintain attorney schedule including client appointments and court calendar.
- Monthly client billing for attorney's time and vendor services.
- Maintain accounts receivables and client retainer accounts.
- Prepare correspondence.
- Prepare draft motions, pleadings and complaints for attorney review and filing in various types of civil and domestic proceedings.
- Prepare documents for filing with various state agencies.
- Prepare complete residential real estate closing packages based upon lender instructions.
- Handle all accounting and reconciliation for real estate closings and general monthly accounting.
- Prepare weekly payroll along with state and federal payroll tax filings.
- Supervise and train interns.
- Oversee daily office operations.

Lawrence General Hospital

2007- 2012

Emergency Room Patient Admissions Representative, Per Diem

- Accurately obtain patient demographics and insurance information, including MSP questionnaires for Medicare recipients, to update patient files.
- Work in stressful situations such as trauma registrations in a 40 room emergency department.
- Verify patient insurance information using Nehan and Web Md programs.

Rubin, Weisman, Colasanti, Kajko & Stein, LLP

2005-2008

Real Estate Paralegal

- Prepare complete real estate closing packages accurately under minimal supervision based on lender instructions.
- Handle basic accounting and reconciliation for real estate closings.
- Schedule closings with multiple parties.
- Efficiently respond to client and borrower requests for information.
- Follow through and resolve/post closing issues.
- Maintain office supply inventory for daily activities.
- Plan and organize office events for marketing purposes.
- Back up support for co-workers.

Gold Title

2005

Real Estate Paralegal

- Prepare complete real estate closing packages accurately under minimal supervision based on lender instructions.
- Handle basic accounting and reconciliation for real estate closings.
- Schedule closings with multiple parties.
- Efficiently respond to client and borrower requests for information.
- Back-up support for co-workers.
- Supervise and train new and temporary employees.

Law Offices of Christopher M. Welch 2004-2005
Real Estate Paralegal

- Prepare complete real estate closing packages accurately under minimal supervision based on lender instructions.
- Handle basic accounting and reconciliation for real estate closings.
- Schedule closings with multiple parties.
- Efficiently respond to client and borrower requests for information.
- Back-up support for co-workers.

Alexander & Femino 1999-2004
Real Estate Paralegal

- Perform property title searches at various Registry of Deeds.
- Update titles and record mortgage transactions at various Registry of Deeds.
- Schedule real estate closings with multiple parties and maintain schedules for three attorneys.
- Respond to client and borrower requests for documents and information.
- Prepare written correspondence for attorneys such as letters, memos and pleadings.
- Supervise and train new and temporary employees.

Alexander & Femino 1998-1999
Receptionist

- Answer and direct calls on a six line telephone system with minimal hold times.
- Prepare letters, pleadings and memos for attorneys.
- Maintain office filing system.
- Secretarial support for criminal defense, general practice attorneys.

Walsh-Hanson-Gladwin 1995-1998
Receptionist

Cambridge Eye Doctors 1995-1996
Optometric Technician

Marjam Supply Company 1992-1995
Secretary/Small Claims Court Representative

EDUCATION:
Northern Essex Community College 2002
Associates Degree, Paralegal Studies

COMMISSIONS:
Massachusetts Notary Public
New Hampshire Commissioner of Deeds

MEMBERSHIPS:
Massachusetts Paralegal Association