

Resume of Maria Bishop, CCLS

3191 Rohrer Drive
Lafayette, CA 94549
925-283-5226

Introduction

Legal secretary with over 40 years of litigation experience. Working from home, I can assist attorneys with finalizing Complaints, motions, discovery responses, document organization (including scanning, number stamping and indexing), trial preparation, etc. I also assist businesses with calendaring, bookkeeping and payroll.

Experience

2017-Present ***Contract Legal Secretary***

Clients:

Harvey Sohnen, Esq., Orinda (925-258-9300)
Edwin M. Riddle, Esq., Lakeport (707-275-9281)
Jeffrey Daly, Esq., Middletown (707-350-0659)
Bill King, Esq., Walnut Creek (707-331-2834)
Marjorie A. Wallace, Esq., Martinez (925-827-2936)
Catalina Lozano, Esq., San Rafael (415-491-4990)
Huddleston & Sipos, Walnut Creek (925-947-0100)
Mike Tonsing, Esq., San Francisco (415-986-1338)
EDU L2 and L3, Phoenix and Glendale, Arizona (415-590-0208)
Kids Country Club, Phoenix, Arizona (415-590-0208)
Orangewood Real Estate Investments, LLC, Phoenix, Arizona (415-590-0208)
TRCC-Foothills, Inc., Phoenix, Arizona (415-590-0208)

1983-Present ***Perez & Miller, Lafayette, CA***

Civil litigation practice. Solo Practitioner. Also responsible for general bookkeeping (A/R, A/P), client billing and calendaring. (For references, please contact Richard Perez at 925-284-7788.)

1997-Present ***Stephen S. Harper, Mediator/Arbitrator, Orinda, CA***

Responsible for typing mediation and arbitration awards, correspondence, scheduling, and billing. (For references, please contact Stephen Harper at 925-258-0551.)

2016

Law Offices of Ronald B. Bass, Walnut Creek, CA (March-August)

Part-Time, Temporary position in a General practice firm handling Family Law, Civil Litigation, Criminal, Corporate, Estate Planning, Guardianships/ Conservatorships, and Probate matters. Three attorney firm. Responsible for Civil Litigation and Corporate matters.

- 1982-1983 ***Law Offices of Richard L. Perez, Oakland, CA***
Civil litigation practice. Responsible to senior partner and one associate. Also responsible for general bookkeeping (A/R, A/P, Payroll), client billing and calendaring.
- 1977-1982 ***Lempres & Wulfsberg, Oakland, CA***
Civil litigation/corporate law practice. Responsible to two associate attorneys, one whose practice was mainly civil litigation, the other whose practice was mainly corporate law. Also responsible for client billing and calendaring.
- 1975-1977 ***Fristoe, Taylor & Schultz, Olympia, WA***
Civil litigation, criminal, corporate, and family law practice. Responsible to four partners. Also assisted bookkeeper with general bookkeeping and client billing.
- 1970-1975 ***Flower Bowl Florist, Walnut Creek, CA***
Floral design and sales. Also responsible for bookkeeping (A/R, A/P and payroll).

Software

WordPerfect, Microsoft Word, ProLaw, Timeslips, Quickbooks, Adobe Pro, Excel, File&ServeXpress, OneLegal, Pacer, ECF, LogMeIn.

Education

- 2001 Kaplan College, Boca Raton, Florida
Paralegal Certificate 2001
- 1998 Legal Secretaries Incorporated
California Certified Legal Secretary, certified March 1998
- 1973-1975 Academy of Stenographic Arts (Court Reporting College), San Francisco, CA
Completed course of study: June 1975
- 1969-1973 Monte Vista High School, Danville, CA
Graduated June 1973

Other

- 1977-Present Notary Public

Affiliations

Member of Legal Secretaries, Incorporated (LSI) and Mt. Diablo Legal Professionals Association since 1994:

- STATE:**
- * Editor-in-Chief, LSI Publications Revision Committee, 2011- 2017
 - * Editor, LSI Publications Revision Committee, *LSI Legal Professional's Handbook* (Published by The Rutter Group), 2009-2011
 - * Editor, LSI Publications Revision Committee, *Law Office Procedures Manual* (Published by The Rutter Group), 2002-2004, 2007-2009
 - * Asst. Editor, LSI Publications Revision Committee, *Law Office Procedures Manual and LSI Legal Professional's Handbook* (Published by The Rutter Group), 2001-2004

- LOCAL:**
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|-----------|--------------------------------|
| 2015-2018 | Treasurer |
| 2013-2015 | Co-President |
| 2007-2015 | Treasurer |
| 2005-2007 | President |
| 2002-2004 | Governor/Parliamentarian |
| 2000-2002 | President |
| 1998-2000 | Vice President |
| 1996-1998 | Secretary |
| 2002-2003 | Historian |
| 1997-2004 | Editor, <i>Quid Novi</i> |
| 1997-2004 | Legal Procedures Chairman |
| 1995-1996 | Programs/Reservations Chairman |