

Virginia A. Buechele
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Pleasant Valley, NY 12569
(845) 452-6417
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EDUCATION MARIST COLLEGE - Fishkill, New York
Paralegal Certificate Program
May 1998 Graduate - Dean's List

DUTCHESS COMMUNITY COLLEGE, Poughkeepsie, New York
Business Administration - Part-time Studies - Continuing Education

RELEVANT INTRO. TO LAW CRIMINAL LAW
COURSE WORK FAMILY LAW REAL PROPERTY
CIVIL LITIGATION & PRACTICE
INTRO TO LEGAL RESEARCH
WILLS, TRUSTS & ESTATES
BUSINESS LAW

WORK TEAHAN & CONSTANTINO July 1998 - April 1999
EXPERIENCE Paralegal Poughkeepsie, New York

Coordinated, organized and assisted with all aspects of the Wills,
Trust and Estates Practice Area of the firm.

LAZAR & SCHWARTZ December 1997 - June 1998
Legal Assistant Hopewell Junction, New York

Responsible for File Organization, MatLaw Document Preparation
including Master Client Information & Statements of Net Worth,
and various court documents pertaining to Matrimonial Practice.

FAMILY LEAVE July 1995 - December 1997
TO CARE FOR PARENT
IN NEED OF FULL TIME CARE

ALFA LAVAL SEPARATION
Field Secretary

May 1993 - July 1995
Pleasant Valley, New York

Responsible for preparation of sales proposals and related correspondence, correlation and facilitation of communication between salesman and customers, 10 line phone system, ordering of office supplies, organization of files and proposal tracking systems.

Responsible for Field Office Finances and reporting as it related to Petty Cash and Checking Account.

Overall responsibility for day to day administration of office.

CAMO POLLUTION CONTROL, INC. Feb. 1981 - Nov. 1992
Administrative Assistant Hyde Park, New York

Coordinated, organized and assisted with all aspects of the activities of the President including preparation of correspondence and contracts, travel social arrangements, scheduling of appointments, employee relations and staff management.

Designed and implemented data systems.

Coordinated people and tasks.

Investigated and resolved client and staff complaints.

Wrote, edited, processed and distributed company personnel policy.

Assisted employees with handling of insurance claims including health, worker's compensation and disability

CENTRAL HUDSON
Customer Service Representative

June 1964- Nov.1968
Poughkeepsie, New York

Investigated and resolved customer complaints.

Processed orders for installation and transfer of gas and electric service, collected past due accounts and assisted Customers with billing questions.

**ACTIVITIES
& INTERESTS**

Genealogical & Historical Research including Internet and Filed Records

Research in Dutchess and Putnam Counties in addition to Genealogical Web Page Construction

Historical Preservation

Fund Raising for local non-profit organizations

Ordained Deacon Pleasant Valley First Presbyterian Church

Member New Hackensack Reformed Church

Member National Society Daughters of the American Revolution and Dutchess County Genealogical, New York Genealogical & Biographical, Beacon Historical, and Dutchess County Historical Societies

Reading, knitting and photography

SKILLS:

Certified Paralegal

Excellent interpersonal, communications and organizational skills. Strong and varied computer and office management skills

Word Processing , Spreadsheet, Windows, Internet Explorer, software skills

Licensed Notary Public

REFERENCES:

Furnished upon request