

**Schull, Shyanne**

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**From:**   
**Sent:** Tuesday, April 16, 2019 3:42 PM  
**To:** WEBTEAM; Schull, Shyanne  
**Subject:** VOLUNTEER APPLICATION: Animal Services Advisory Board

## **Application for Animal Services Advisory Board**

### **Additional Information:**

I have a passion for helping my community and profession. I serve on NALA\'s (National Association of Legal Assistants) certification board and am looking to serve in my community. I love animals and since I am not currently in a position to own one, am seeking alternative ways to help them.

### **Personal Information**

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**Salutation**

Ms

**First Name**

Amy

**Last Name**

Hodgson

**Address 1**



**Address 2**

**City**

Sparks,

**County**

Washoe

**State**

NV

**Zipcode**

89434

**Main Phone**



**Secondary Phone**

**Email Address**



**Contact Preference**

any

**Unsubscribe**

unchecked

### **Education Background**

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**School Name**

Morrison University

**Graduated**

yes

**Graduation Year**

1996

**Course Of Study**

Associate Degree

**Degree Earned**

Associate of Science - Paralegal  
**Notes**

**School Name**

Edward C. Reed High School

**Graduated**

yes

**Graduation Year**

1991

**Course Of Study**

College Prep

**Degree Earned**

High School diploma

**Notes**

**Professional Background**

**Employer**

Surratt Law Practice, P.C.

**From Date**

09/03/13

**To Date**

present

**Status**

full-time

**Job Title**

Paralegal

**Duties**

Draft correspondence, motions and other court documents for review; Draft discovery requests and responses; Prepare case management conference documents; Organize and index documents, pleadings and files; Organize and index discovery in litigation cases; Maintain attorneys'™ calendars, including scheduling telephone calls, conferences, hearings, depositions and meetings; Open and review mail; Tickle all deadlines and procedural timelines; Trial preparation including but not limited to: prepare balance sheet and organize and Bate Stamp exhibits, analyze documents and prepare chronologies/summaries, coordinate with expert witnesses for report, and arrange mutually convenient time for testimony; Electronically file documents; Usage of State and Local Court rules and procedures

**Awards and Honors**

**Volunteer History**

**Agency**

Washoe County Human Services Advisory Board

**From Date**

present

**To Date**

present

**Volunteer Title**

Board Member

**Duties**

Review and score grant applications to determine which should receive funding, attend board meetings