

JANE M. SZOKOLSKY

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SUMMARY

- Aspiring attorney in contract law.
- Strong academic training combined with excellent entry-level experience in family law.
- Compelling negotiator with effective oral, written, and public speaking communication skills.
- Recognized inherent as well as trained sense of empathy in understanding and dealing with the needs and desires of people of diverse of cultures and backgrounds.
- Demonstrated ability to conduct detailed research in law, ethics and other fields.
- Energetic team leader with an established record of multi-task proficiency, creativity, resourcefulness, business management, organizational command, and problem-solving know-how.

EDUCATION

Juris Doctorate *May 2006*
UNIVERSITY OF BALTIMORE SCHOOL OF LAW • BALTIMORE, MD

Bachelor of Arts in Jurisprudence *graduated cum laude* *May 2002*
UNIVERSITY OF BALTIMORE • BALTIMORE, MD

Associate of Arts in Business Administration *May 1999*
CATONSVILLE COMMUNITY COLLEGE • CATONSVILLE, MD

EXPERIENCE

President *1994 to present*
ARROW BACKGROUND SERVICES, L.L.C. • HOLLYWOOD, MD
Operate this pre-employment screening service that conducts criminal and civil background checks and evaluates UCC financial statements for corporate clients nationwide. Consolidate all background records and submit reports.

Accomplishment:

- Established this business from scratch, beginning with the first client, Pinkerton, expanding to include ChoicePoint, and continuing to build a large clientele base.

Overnight Loan Administrator *1992 to 1994*
ALEX BROWN AND SONS • COCKEYSVILLE, MD
Administered all details involving the selection and placement of a number of separate overnight multi-million dollar loans for this brokerage house.

RESEARCH EXPERIENCE FOR PUBLICATIONS

Participated in research and helpful comments for two books authored by Dr. Alec Walen: *The Doctrine of Illicit Intentions* published in 2006, and *Permissibly Encouraging the Impermissible* published in 2005.

COMPUTER KNOWLEDGE

Demonstrated proficiency in the use of MS Office, LexisNexis, and Westlaw.

References available upon request