

Lesley Smith
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Position Statement

While new to my volunteer involvement with PHIP, I am eager to get involved in a big way and bring my enthusiasm and experience to a group that has brought me an immense amount of joy over the past eight years.

During my time as a member of the Tampa Bay Parrot Head Club and now as a member of the Music City Phins, I actively volunteer and support my club and try to spread its message throughout the community. While new to involvement with PHIP, I am certainly not a stranger to the parrot head community.

In the last two years I have been increasingly active in the Nashville tech community. In that time I have volunteered for multiple events including a 24-hour Design-A-Thon wherein professionals come together for a 24 hour period to give a deserving non-profit a new website, branding and other needed marketing items. I have also been incredibly active in the planning of BarCamp and PodCamp Nashville, which are day long tech and new-media (Facebook, Twitter, blogging, podcasting) un-conferences, organized by volunteers and paid for by community sponsors. These conferences are also two of the largest in the country. I was nominated to serve as the Communications Coordinator for BarCamp Nashville 2010 and served as the Chair for PodCamp Nashville 2011. During my tenure as PodCamp Chair we saw a 27% increase in the number of attendees from the previous year, an unprecedented call from the community to participate and saw other amazing successes in areas that had typically caused problems from year to year.

If elected to the position of Secretary for Parrot Heads in Paradise, Inc., and in addition to maintaining complete and accurate records of all business conducted by the PHIP board, I would like to utilize my skills in social media to help disseminate information to the membership. I would also like work with the Membership Coordinator in an effort to get PHIP's messages and philanthropies in front of more people that may not know what we're all about. The more we can interact and engage, the more likely we are to see our numbers grow and with that comes the ability to affect even more positive change. I want to work hard and see this organization be as successful as it possibly can be.

I have worked as a legal assistant/paralegal for ten years and in that time I have honed my attention to detail, learned to think outside the box and anticipate problems and possible solutions. In my current position, and in my work with PodCamp and BarCamp, I am (and was) responsible for researching, writing copy and editing regularly published newsletters and I have enjoyed it all.

Lesley Smith
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Experience

Legal Assistant – Law Office of Robert Vaughn Oct 2007 – Present

Criminal and Litigation

- Maintained and coordinated calendar that included client meetings, court dockets, and frequent travel
- Prepared legal pleadings and correspondence
- Assisted with production of monthly subscription newsletter; including research, copy writing, editing, distribution and billing
- Coordinated out of state meetings and speaking engagements

Legal Assistant – State of Tennessee; Bureau of TennCare Jan 2006 – Oct 2007

Administrative Law/Medical Appeals

- Reviewed and maintained files to ensure compliance with TennCare policies and procedures as well as federally mandated guidelines
- Evaluated medical information and acquired additional discovery as needed
- Prepared legal documents and correspondence
- Communicated with enrollees and medical professionals in order to prepare appeals for hearing
- Drafted and revised pleadings, correspondence and e-mail

Legal Assistant – Law Office of Robert Vaughn Sep 2004 – Jan 2006

Criminal and Litigation (off and on throughout school)

- Maintained and coordinated calendar that included client meetings, court dockets, and frequent travel
- Prepared legal pleadings and correspondence
- Assisted with production of monthly subscription newsletter; including editing, distribution and billing
- Coordinated out of state meetings and speaking engagements

Paralegal – Blackburn & McCune, PLLC Feb 2002 – Aug 2003

Bankruptcy (Debtors' Rights) and Social Security

- Scheduled and Initiated interviews with clients
- Researched case law and drafted correspondence
- Prepared attorney for bi-weekly court dockets
- Organized files and maintained computer databases
- Created manual for department; created original templates for legal documents and correspondence
- Evaluated case status with clients and made necessary adjustments

Legal Assistant – Law Office of Robert Vaughn Aug 1998 – Jan 2002

Criminal and Litigation (off and on throughout school)

- Maintained and coordinated calendar that included client meetings, court dockets, and frequent travel
- Prepared legal pleadings and correspondence
- Assisted with production of monthly subscription newsletter; including editing, distribution and billing
- Coordinated out of state meetings and speaking engagements

Skills

- 70 wpm typing skills
- Proficient in Microsoft Office (Power Point, Access, Excel, Word, Outlook), Internet Explorer, iCreate, Elite, InterAction, DeltaView, electronic filing
- Familiarity with Lexis Nexis, Westlaw, Adobe, Juris, Timeslips, ProLaw, HTML, QuickBooks, BestCase, WordPress, etc.
- Great interpersonal, oral and written communication skills