



Amy M. Daniels

Paralegal

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OVERVIEW:

Amy is a member of the firm's Litigation and Employment practice groups. Through 20 years of experience as a paralegal, she has experience in:

- Preparing and answering pleadings
- Preparing and answering discovery
- Reviewing discovery documents
- Summarizing documents/records
- Docket deadlines
- Legal research
- Client intakes
- Preparation of corporate minutes
- Business formations and incorporations

EDUCATION:

- Wesley College, B.A.

PRACTICE AREAS:

- Litigation
- Employment
- Employment Litigation

MEMBERSHIP:

- Legal Support Staff Association of Berks County, member