## Barley Snyder



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



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• Legal Support Staff Association of Berks County, member