



Amy L. Shirk

Paralegal

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OVERVIEW:

Amy is a paralegal in the Employment Practice Group. She assists attorneys with many aspects of the litigation process, including preparing and responding to discovery requests, preparing and filing pleadings in state and federal courts, background investigations, legal research, and deposition and trial preparation.

She also assists her attorneys at trial by utilizing Trial Director to project exhibits for ease of view and understanding by all in the courtroom. In addition, Amy collects and analyzes data to create affirmative action plans for employers who maintain federal contracts to assist them in complying with the federal Office of Federal Contract Compliance Programs regulations. Finally, Amy embraces new opportunities to utilize technology as a Practice Excellence tool in her day-to-day assignments to streamline processes to better serve the firm's clients.

EDUCATION:

- Harrisburg Area Community College, A.A., Paralegal Studies

PRACTICE AREAS:

- Employment
- Employment Litigation
- Litigation