

Tara M. Miller

Paralegal

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OVERVIEW:

Tara recently has begun her career as a paralegal in the Barley Snyder Trusts & Estates Practice Group after working for two years as a paralegal assistant. As a paralegal, she has prepared inheritance tax returns, inventories, final status reports as well as communicated the process with the client. As a paralegal assistant, she interacted with the clients, prepared receipt and release documents, opened estate checking accounts, prepared transfer request forms, prepared checks for deposit and bill payments, among other tasks.

EDUCATION:

- Kutztown University, B.S.
- Lehigh Carbon Community College, paralegal certification

PRACTICE AREAS:

- Trusts & Estates

MEMBERSHIP:

- Berks County Legal Support Staff Association