



## Theresa A. Michio

Paralegal

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### OVERVIEW:

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With 16 years of experience as a paralegal, Theresa has handled all aspects of the estate administration process including preparing estate tax returns, marshalling assets, paying bills, calculating beneficiary distributions and preparing formal and informal accountings to settle estates.

Theresa enjoys working closely with each and every client to take them from beginning to end, by removing any pressure and burden from them during this emotional process. She also attends annual continuing education seminars to add to her experience.

### EDUCATION:

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- The PJA School, associate's degree

### PRACTICE AREAS:

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- Trusts & Estates

### MEMBERSHIP:

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- Legal Support Staff Association of Berks County