

JANICE FRARY

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virtualparalegalpa@gmail.com

Virtual Paralegal and Administrative Services, Owner, Paralegal, Admin Consultant

**EDUCATION**

*University of Florida*, Bachelor of Arts, magna cum laude December, 2001  
*Palm Beach State College*, Associates of the Arts June, 1999

**EXPERIENCE**

- Owner, Managing Paralegal, Virtual Paralegal and Administrative Services, LLC 2014 to Present
- Legal Assistant to David A. Keightly, Esquire 2008 to Present
- Administrative Consultant to Numerous Public Safety Organizations in Montgomery County, Pennsylvania 2005 to present
- Administrative Assistant, Franconia Township Police Department 2004 to 2014

**DUTIES AND RESPONSIBILITIES**

*Assist Attorneys with document processing in various practice areas, including:*

- Family Law (Divorce, Custody, Equitable Distribution, etc.)
- Estate Planning (Wills, Power of Attorney, Probate, etc.)
- Criminal Law (Expungements, Traffic, Misdemeanors, Felonies, etc.)
- Civil Law (Tort, Contracts, etc.)

*Additional Administrative Duties Performed:*

- Electronic filing
- Correspondence with clients, opposing counsel, Courts, etc.
- Court scheduling and continuances
- Trial preparation, including exhibits and spreadsheets
- Case folder and office organization

**TRAINING/CERTIFICATIONS**

- Keystone Alliance of Paralegal Associations, Pa.C.P. designation 2019
- National Federation of Paralegal Associations, Inc. Core Registered Paralegal, CRP© designation. 2014
- Community Leadership Institute, Indian Valley Chamber of Commerce 2012-2013
- Pennsylvania Notary, Commonwealth of Pennsylvania 2004-2021
- Basic Law Enforcement Police Academy Class, Santa fe (Florida) Community College 2001-2002
- Mastering Microsoft Access, Advanced, Career Track 2007
- Mastering Microsoft Access, Career Track 2007
- Effective Media Relations, PA Emergency Management 2006
- Effective Communication, F.E.M.A. 2006
- Microsoft Access, Career Track 2006
- Microsoft Excel, Advanced, Career Track 2005
- Microsoft Excel, Career Track 2005
- Microsoft Office Suite, Career Track 2005
- Basic Uniform Crime Reporting, Pennsylvania State Police 2005

AWARDS/RECOGNITION

- National publication, "Take a Chance: Becoming a Paralegal is a Process." National Paralegal Reporter, Summer 2016, pp 26-27. 2016
- 5-Time National Award Winner - Franconia Township Police Department's National Night Out Against Crime Event. Served as the Event Coordinator. 2009-2013
- Distinguished Unit Citation for assistance and teamwork for an incident involving a school in Franconia Township. 2013
- Community Service Award for the expansion of the Annual Franconia Police Food Drive 2011
- Certificate of Merit for dedication, organization, and oversight of the National Night Out Against Crime Event. 2009
- Distinguished Unit Citation for outstanding efforts during a major disturbance within Franconia Township. 2006
- Merit Citation for development of databases used for statistical and streamlining both within the department and outside agencies. 2006