

## JANICE H. FRARY

Owner, Paralegal, & Administrative Consultant  
Virtual Paralegal and Administrative Services, LLC  
Phone: 267-642-1119 | email: virtualparalegalpa@gmail.com

### EDUCATION

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

### PROFESSIONAL MEMBERSHIPS

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Lehigh Carbon Community College ABA Approved Paralegal Studies Advisory (Board Member) 2022 to Current  
Family Law Paralegals of Pennsylvania (Board Member) 2021 to 2023  
Keystone Alliance of Paralegal Associations 2019 to Current  
National Federation of Paralegal Associations 2014 to Current  
Montgomery County Paralegal Association 2014 to Current

### EXPERIENCE

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Owner, Managing Paralegal, Virtual Paralegal and Administrative Services, LLC 2014 to Current  
Paralegal to Numerous Attorneys in Pennsylvania, New York, and New Jersey 2008 to Current  
Administrative Consultant to Numerous Public Safety Organizations in Pennsylvania 2005 to Current  
Administrative Assistant, Franconia Township Police Department 2004 to 2014

### TRAINING/CERTIFICATIONS

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Keystone Alliance of Paralegal Associations, Pa.C.P. designation 2019  
National Federation of Paralegal Associations, Inc. CRP® designation 2014  
Community Leadership Institute, Indian Valley Chamber of Commerce 2012 to 2013  
Basic Law Enforcement Police Academy Class, Santa Fe (Florida) Community College 2001 to 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

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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