

# NAOMI APPLEBY

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## SENIOR ADMINISTRATIVE PROFESSIONAL

*Delivering top quality work | Exceeding expectations*

### PROFILE

- Highly motivated and dedicated professional with excellent communication, problem solving, and administrative skills.
- Detail-oriented office manager and accomplished researcher, editor, and proofreader.
- Hard-working planner, coordinator, and writer with strong technology and social media proficiency.
- Self-directed multi-tasker with extensive experience working in high-volume office environment.

**Efficient | Organized | Enthusiastic | Loyal | Deadline-driven**

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### PROFESSIONAL WORK EXPERIENCE

Staff Attorney, UAW Legal Services Plan, Ypsilanti, MI

1988–2014

The largest pre-paid legal services program in the U.S served 170,000+ cases/year—no longer serving new clients. Provided high-quality legal representation in wide range of law, including estate planning, probate, family law, real estate, consumer and insurance litigation, and bankruptcy. Highlights:

- Routinely managed caseload of 400+ cases each month.
- Supervised support staff of 3-5.
- Developed and implemented litigation, settlement, and trial strategies.
- Represented 200+ clients in mediation, trial, and settlement negotiations.
- Successfully negotiated the dismissal of \$1M lawsuit prior to trial.

### ADDITIONAL ACTIVITIES | TECHNOLOGY

Award winning blogger and writer who spotlights literary agents in the young adult publishing industry.

- Blog followers increased by 2000+ in first two years.
- 4000 current followers and 1M+ views.

Proficient in MS Word, PowerPoint, Excel

### COMMUNITY ACTIVITIES

Co-Founder, Ann Arbor Families with Children From China

1997–Present

- Served as President 1997–2007

Big Sister/Little Sister Organization, Ann Arbor, MI

2007–Present

- Assistant Coordinator 2010–present

PTSO, Pittsfield Elementary School and Scarlett Middle School, Ann Arbor, MI

2003–2011

- Fundraising and organizing school activities

Girl's Swim Captain Parent, Huron High School, Ann Arbor, MI

2014

### EDUCATION

Juris Doctor, Wayne State University, Detroit, MI

Bachelor of Arts, University of Michigan, Ann Arbor, MI