**MARCIE RENEE TURJAN**

**127 Ramparts Blvd**

**Pittsburgh, PA 15068**

**814-659-7511**

**marciet33@yahoo.com**

**QUALIFICATION SUMMARY:**

Effective Communicator with a unique blend of experience and skills including:

Paralegal Functions, Administrative Management, Liaison Activities, PR,

Legal Research, Team Leadership, Business Ownership and Business Consulting.

* + - * Entrepreneur
			* Reputation for taking ownership of tasks, projects and quality initiatives
			* Strong familiarity with legal terminology and all phases of litigation
			* Relates effectively to all types of people from varied backgrounds and levels
			* Proven ability to make decisions in multitasking, time-sensitive environments
			* Intuitive; properly reads people and situations with decisive actions
			* Proficient in Microsoft, Office 365, SharePoint, Unified Judicial System and Real Estate programs

**DEMONSTRATED STRENGTHS:**

High energy ... Very personable … Interpersonal communications … Time management… Extremely organized ... Quick decision-maker ... Excellent work ethic & motivation… Establishes/maintains working relationships ... Familiar with the Spanish language… Sets high standards ... Strong written and verbal skills ... Connects rapidly with people.

**HIGHER EDUCATION:**

Lake Erie College - Painesville, OH - 2002

Bachelor of Science, B.S., Biology / Pre-Vet

Brown-Mackie College - North Canton, OH - 2005

Associates in Applied Business, A.A.B., Paralegal

Florida Coastal School of Law - Jacksonville, FL - 2011-2012

Candidate for Juris Doctor

Pennsylvania State Real Estate Agent Licensee 2016

**LEGAL EXPERIENCE:**

Zavarello & Davis Co., L.P.A. - Akron, OH

Paralegal / Legal Secretary (Personal Injury Firm)

McGregor Law, LLC - Ligonier, PA

Law Clerk (General Practice Firm)

Kinney & Sasso, PL - Jacksonville, FL

Paralegal / Legal Secretary (Family Law Firm)

Maknoon & Associates, LLC - Pittsburgh, PA

Paralegal / Legal Secretary / Office Manager (Criminal Defense Law Firm)

* Provided direct administrative support for attorneys.
* Handled attorney and client information with confidentiality.
* Monitored dockets.
* Managed calendars and scheduled court dates and client appointments.
* Interviewed clients, ordered and reviewed client records, maintained client files.
* Created and edited various pleadings and legal documents; with special attention given to formatting requirements from different courts.
* Designed settlement packages, drafted various pleadings, prepared legal instruments and legal documents, and physically and electronically filed relevant documents.
* Handled all phases of litigation - from preliminary investigation to initiation of action, discovery preparation, document production, interviewing clients and witnesses, pleadings, settlement documents, trial and post-trial activities.
* Scanned and uploaded all documents to the company electronic database.
* Handled travel arrangements for attorneys during out of town trials and obligations.
* Trained and managed other employees (Paralegal and P/T Intern).
* Gained extensive experience in insurance defense and family law and criminal law.

**PROFESSIONAL EXPERIENCE:**

MT ENTERPRISE LLC - 2000-Present

PROFESSIONAL EQUINE CONSULTANT / EQUINE SALES REPRESENTATIVE

TRAINER/ COACH/ INSTRUCTOR

* Started my personal Equine business and developed it to become a leading entity involving all aspects of sport horse training and management.
* Utilized entrepreneurial skills and business savvy to achieve a highly profitable enterprise with numerous referrals coming in from across the United States on a regular basis.
* Proactively manage P&L, accounting functions, legal compliance, and safety.
* Design advertising strategies for marketing of equine-focused products and services.
* Consult with clients on projects utilizing listening skills, qualifying skills, value propositions for ROI, contracts, and end-to-end project management.
* Conduct comprehensive equine marketing studies, including: business plans, strategy analysis, program development, training, and sales.
* Success in turning around underperforming horse programs and increasing profitability.
* Assist with various horse associations’ event planning, event program development, facility layout, course design, and judging.
* Provide training for both horse and rider, and coaching services for competitions.
* Hire, train, mentor and develop employees.

TURJAN CONSTRUCTION COMPANY - Johnstown, PA - (seasonally) 1995-2018

CONSTRUCTION FOREMAN & ADMINISTRATIVE ASSISTANT

* Family owned construction business with primary focus on underground utility work.
* Provided seasonal and temporary work as needed during large out of town jobs, changes in employment, lay-offs, and employee vacations.
* Coordinate construction work according to priorities and plans.
* Supervise use of machinery and equipment, ensure manpower and resources are accurate.
* Monitor expenditures and remain within budget and on schedule.
* Guarantee all safety and quality standards are met.
* Daily reports to managers, engineers, inspectors and state safety officials.
* Duties included but not limited to secretary work, attend meetings and assist in site research, snow plowing/removal, landscape restoration, general building duties and repairs, general equipment operations, site prep, concrete work and pipe laying.

FREEDOM HEALTH LLC - Aurora, OH - 2007

REGIONAL MARKETING MANAGER - 9-month fixed contract

* Established new brand of equine pharmaceutical in the Mid-Atlantic Region.
* Collaborated on multiple projects across multiple states via phone, email and in-person.
* Organized promotional activities, trade fairs, presentations, and sponsorships.
* Developed presentations for promotional purposes.
* Assisted in the preparation of business tenders and proposals.
* Ensured that all strategic marketing activities were executed prior to a merger.

ROLLING ROCK HUNT PONY CLUB - Ligonier, PA - 2002-2018

Youth Horseback Riding Organization

TRAINER / COACH / OFFICIAL

* Coaching and training for youth riders at local, regional and national competitions.
* Management of activities such as competitions, camps, clinics, lessons, etc.
* National instructor certification and certified safety official and technical delegate.

**PERSONAL NOTES:**

* Interests: Horse Back Riding, Golf, Certified Scuba Diver PADI, Avid Skier, Outdoors Enthusiast (Hiking, Fishing, Hunting), Marathon Runner, Gardening, Gourmet Cooking.
* Member: EWGA (Executive Women's Golf Association), USEF (United States Equestrian Federation), USSA (United States Sportsmen’s Alliance).