

CURRICULUM VITAE

Education	Period	Country
The University of Texas at Arlington, Division for Enterprise Development <i>Paralegal Certificate Program</i> (<i>Legal Terminology; Legal Ethics; Civil Law & Advanced Civil Discovery; Trial Preparation & Technology; Legal Research & Writing; Family Law; Criminal Law & Procedure; Employment Law; Real Estate law; Probate & Estate Planning; Bankruptcy Law; Intellectual Property Law</i>)	2017 - 2018	US
Dispute Resolution Services of North Texas, Inc. - 30 hours of training to qualify for court-appointment as Mediator of Suits affecting the Parent-Child Relationship and other Family Disputes - 40 hours of training to qualify for court-appointment as Mediator	2016	US
Flagship University of American Airlines, Inc. <i>International Customer Service Agent Ticketing</i>	2007	US
Flagship University of American Airlines, Inc. <i>International Customer Service Agent Core</i>	2006	US
Employee of Air Transportation <i>Swissport International Ltd.</i>	2005	Switzerland
University of Zurich <i>Law Faculty</i>	1999 - 2002	Switzerland
College <i>Language Sciences (Latin)</i>	1994 - 1999	Switzerland
High School	1991 - 1994	Switzerland
Primary School <i>6 months in Australia</i>	1985 - 1991	Switzerland, Australia
Diplomas / Certificates	Year	Issuing Country
Paralegal Certificate Program <i>The University of Texas at Arlington, Division for Enterprise Development</i>	2018	US
Certificate as Mediator of Suits affecting the Parent-Child Relationship and other Family Disputes <i>Dispute Resolution Services of North Texas, Inc.</i>	2016	US
Certificate as Mediator <i>Dispute Resolution Services of North Texas, Inc.</i>	2016	US
Certificate of Achievement <i>American Airlines International Customer Service Agent Ticketing</i>	2007	US
Certificate of Achievement <i>American Airlines International Customer Service Agent Core</i>	2006	US
Certificate of Achievement (Starcheck Check-in-Agent) <i>Swissport International Ltd.</i>	2005	Switzerland
College degree (Language Sciences)	1999	Switzerland
Certificate in English <i>Eurocentre Cambridge</i>	1997	Great Britain

Work Experience in the Legal and Administrative Field

18 years of working in the legal and administrative field with tasks such as drafting contracts, legal submissions, complex correspondence in German and English language, e-filing, preparation of discovery and depositions, redaction of exhibits, research, handling and organizing client files, docket control, scheduling and deadline control, book keeping of client accounts, mailings, event coordination, CLE-education, and publishing a book with over 60 authors.

	Period	Country
Cotten Schmidt, L.L.P. <i>Paralegal</i>	2019 - current	US
Cotten Schmidt, L.L.P. <i>Legal Assistant to Larry E. Cotten and Brian D. Esenwein, Partners</i>	2017 - 2018	US
Niederer Kraft & Frey Ltd. Attorneys-at-law <i>Legal Assistant to Daniel Eisele and Tamir Livschitz, Partners</i>	2011 - 2013	Switzerland
Liberales Institut (Conservative Think Tank) <i>Administrative Director (part-time)</i>	2008 - 2012	Switzerland
Niederer Kraft & Frey Ltd. Attorneys-at-law <i>Legal Assistant to Daniel Eisele, Partner (part-time)</i>	2004 - 2005	Switzerland
Swiss Conservative Party, State of Lucerne <i>Secretary (part-time)</i>	2004	Switzerland
Niederer Kraft & Frey Ltd. Attorneys-at-law <i>Legal Assistant to Dr. Peter C. Honegger, Partner</i>	2000 - 2004	Switzerland
Law Office Stoffel & Partner <i>Legal Secretary to Dr. Marco Stoffel (part-time)</i>	1999	Switzerland

Other Work Experience

Several years of experience in customer service in the airline industry as well as tennis and golf industry, various experience as remote online notary, with software improvement, web design, publishing periodicals, data evaluation and collection, and preparing tax declarations.

	Period	Country
OnlineNotary.us <i>Remote Online Notary Trainer, Author of training material, Support</i>	2020 - current	US
Cotten Schmidt, L.L.P. <i>Website Admin, Marketing Committee, Social Media, Health Insurance Liaison</i>	2018 - current	US
Southlake Tennis Center <i>Assistant Tennis Pro Shop (part-time)</i>	2017	US
Rockwall Golf & Athletic Club <i>Assistant Golf Pro Shop (part-time)</i>	2015 - 2016	US
American Airlines, Inc. <i>Agent Customer Services / Ticketing / Premium Services</i>	2007 - 2010	Switzerland
Swissport International Ltd. <i>Member of Project Management introducing new software</i>	2006	Switzerland
Swissport International Ltd. <i>Employee of Air Transportation (part-time)</i>	2005 - 2007	Switzerland
Swiss Conservative Party, State of Lucerne <i>Webdesign and updates, editor Periodical</i>	2004	Switzerland
Digicomp Academy AG <i>Evaluation of training courses</i>	2000	Switzerland
Swissvisit <i>Data collection for website-use</i>	2000	Switzerland
Thurgauer Kantonalbank <i>Handling and preparing tax declarations</i>	2000	Switzerland
Thurgauer Kantonalbank <i>Handling and preparing tax declarations, data collection mortgages</i>	1999	Switzerland

Languages

German, English, French, Latin

Computer Skills

MS Outlook, Word, Excel, PowerPoint, Access, FrontPage; LexisNexis; Westlaw; Aderant Total Office; Tabs Billing; Madaba; Solution; Adobe Photoshop, InDesign; WordPress; IBS; Club Automation; Sabre; SITA DCS; StarCheck

Activities / Volunteer Work

	Year	Country
Elections Chair and Ethics Chair Fort Worth Paralegal Association	2020 - current	US
Member Texas Bar College	2019 - current	US
Member Heart of Texas Therapy Dogs	2018 - current	US
Member Alliance of Therapy Dogs	2018 - current	US
Member American Association of Notaries	2018 - current	US
Member Paralegal Division of the State Bar of Texas	2017 - current	US
Member Fort Worth Paralegal Association	2017 - current	US
Volunteer Mediator at Dispute Resolution Services of North Texas	2017 - current	US
German Tutoring	2016	US
Secretary Young Swiss Conservative Party, State of Aargau	2004	Switzerland
Candidate Young Swiss Conservative Party, national election	2003	Switzerland
Vice President Young Swiss Conservative Party, regional section	2003	Switzerland
Member Young Swiss Conservative Party, State of Aargau	2003	Switzerland
Candidate Young Swiss Conservative Party, regional election	2000	Switzerland
Member Young Swiss Conservative Party, State of Thurgau	1997	Switzerland
Participant at the European Youth Parliament Meeting	1996	Cyprus
Member of Senate, High School Student Organization	1995	Switzerland
Editor-in-chief of High School Periodical	1994	Switzerland

Last updated in Southlake, TX: July 2020