# **Barley Snyder**



### Amy M. Daniels

Paralegal

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### **OVERVIEW**:

Amy is a member of the firm's Litigation and Employment practice groups. Through 20 years of experience as a paralegal, she has experience in:

- Preparing and answering pleadings
- Preparing and answering discovery
- Reviewing discovery documents
- Summarizing documents/records
- Docket deadlines
- Legal research
- · Client intakes
- Preparation of corporate minutes
- · Business formations and incorporations

### EDUCATION:

• Wesley College, B.A.

#### **PRACTICE AREAS:**

- Litigation
- Employment
- Employment Litigation

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#### **MEMBERSHIP:**

• Legal Support Staff Association of Berks County, member