# Barley Snyder



Tara M. Miller
Paralegal

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### **OVERVIEW:**

Tara recently has begun her career as a paralegal in the Barley Snyder Trusts & Estates Practice Group after working for two years as a paralegal assistant. As a paralegal, she has prepared inheritance tax returns, inventories, final status reports as well as communicated the process with the client. As a paralegal assistant, she interacted with the clients, prepared receipt and release documents, opened estate checking accounts, prepared transfer request forms, prepared checks for deposit and bill payments, among other tasks.

### **EDUCATION:**

- Kutztown University, B.S.
- Lehigh Carbon Community College, paralegal certification

## PRACTICE AREAS:

Trusts & Estates

#### **MEMBERSHIP:**

• Berks County Legal Support Staff Association