

MARISA J. COSTNER

2466 Henderson Road | Tucker, Georgia 30084

404-218-3383 | missris26@yahoo.com

SKILLS

- Handling Simultaneous Projects to Meet Deadlines
- Superior Interpersonal Skills
- High Level of Attention to Detail
- Attention to Client Confidentiality
- Excellent Written & Verbal Communication Skills
- Strong Problem Solving Abilities
- Organizational Skills
- Self-Starter

EDUCATION

EMORY UNIVERSITY PARALEGAL PROGRAM, Atlanta, GA; Paralegal Certificate, July 2009

KENNESAW STATE UNIVERSITY, Kennesaw, GA; Bachelor of Science, Early Childhood Education; May 2005, GPA 3.46

PROFESSIONAL EXPERIENCE

- | | | |
|---|--|--------------------------|
| NADLER BIERNATH, LLC, Atlanta, GA | Senior Paralegal and Office Manager | 09/2014 – Present |
| <ul style="list-style-type: none">• Draft Last Will and Testaments, Powers of Attorney, HIPAA Authorizations, Deeds, Probate Petitions, Guardianship and Conservatorship Petitions, Trusts, and Special Needs Trusts under the direct supervision of an attorney.• Communicate with clients, beneficiaries, courts, financial institutions and other involved parties regarding probate matters, estate planning and Medicaid planning.• Collect necessary documents relating to age, identity, marital status and finances to assist attorneys in advising clients regarding available estate planning strategies.• Coordinate with clients to open pooled Special Needs Trust accounts to ensure assets fall below Medicaid requirements.• File Medicaid applications with the Department of Family and Children Services oftentimes within extremely tight deadlines.• Prepare and assist with asset transfers, inventories, accounting and ongoing administration of trusts.• Collect, manage and track client payments.• Monitor office supplies and order new supplies as needed. | | |
| LAW OFFICE OF HEATHER D. NADLER, P.C., Decatur, GA | Paralegal | 02/2014-09/2014 |
| <ul style="list-style-type: none">• Draft Last Will and Testaments, Powers of Attorney, Deeds, Probate Petitions, Guardianship and Conservatorship Petitions, Trusts, and Special Needs Trusts under the direct supervision of an attorney.• File Petitions with Superior and Probate Courts.• Communicate with clients, beneficiaries, courts, financial institutions and other involved parties regarding probate matters, estate planning and Medicaid planning.• Greet clients and collect completed intake forms when they come to the office to meet with the attorney.• File Medicaid applications with the Department of Family and Children Services oftentimes within extremely tight deadlines. | | |
| DEBAUN & ASSOCIATES, P.C., Atlanta, GA | Paralegal | 06/2013 – 02/2014 |
| <ul style="list-style-type: none">• Draft Last Will and Testaments, Powers of Attorney, HIPAA Authorizations, Deeds, Probate Petitions under the direct supervision of an attorney.• Answer client telephone calls and reply to client emails with answers to their questions regarding their estate planning documents. | | |
| RUTHANN P. LACEY, P.C., Atlanta, GA | Paralegal | 06/2010 – 05/2013 |
| <ul style="list-style-type: none">• Draft Last Will and Testaments, Powers of Attorney, HIPAA Authorizations, Deeds, Probate Petitions, Guardianship and Conservatorship Petitions, Trusts, and Special Needs Trusts under the direct supervision of an attorney.• Communicate with clients, beneficiaries, courts, financial institutions and other involved parties regarding probate matters, estate planning and Medicaid planning.• Collect necessary documents relating to age, identity, marital status and finances to assist attorneys in advising clients regarding available estate planning strategies.• Coordinate with clients to open pooled Special Needs Trust accounts to ensure assets fall below Medicaid requirements.• File Medicaid applications with the Department of Family and Children Services oftentimes within extremely tight deadlines.• Prepare and assist with asset transfers, inventories, accounting and ongoing administration of trusts.• File Veteran Affairs applications with the regional office to lock in the following month of eligibility on behalf of clients.• Provide training in office procedures and Amicus Attorney software to new employees. | | |
| Our Lady of the Assumption, Brookhaven, Georgia | First Grade Teacher | 08/2005 – 05/2009 |

COMPUTER SKILLS

MS Word | MS WordPerfect | MS PowerPoint | MS Outlook | MS Excel | LexisNexis | Amicus Attorney | Action Step | Hot Docs