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**Location:**Westminster, MD, 21157

**Posted:**September 06, 2023

**Contact Info:**

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**Resume:**

GABRIELLE H. VERRIER

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Union Bridge, MD 21791

410-212-5165

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PROFESSIONAL EXPERIENCE

FULLY REMOTE DOCUMENT REVIEWER/PARALEGAL

September 2021 to Present: On my first review, completed a complex M and A Antitrust document review project which began with First Pass for Relevance and Privilege. I was advanced to the Privilege Log, PII and QC teams, all utilizing Relativity software. I have since worked on various projects requiring quick development and precision, working both solo and with a team.

ARTHRITIS FOUNDATION, SOUTHERN MARYLAND, Annapolis, MD

EXECUTIVE DIRECTOR

October 2005 to February 2006: Manage all operations for the 4 county branch of this national charitable foundation, including more than 30 staff, board members and volunteers. Duties include all administrative tasks; planning and organization of major fundraising events including coordination of 40+ corporate donors and sponsors, hundreds of event participants and volunteers, and contracting/licensing with municipal and private organizations; planning and implementation of multiple public education forums and seminars in conjunction with local medical centers and medical professionals; coordinate and direct 25 member advisory board.

CAPITAL LEGAL SERVICES, LLC., Philadelphia, PA (2 POSITIONS AS FOLLOWS):

MANAGER/ADMINISTRATOR: Capital Court Reporting, Inc.

July 2003 to May 2005: Served in capacities of Business Development Manager and in many varied administrative functions as needed including legal consultation, property acquisition, vendor negotiations, network and technical troubleshooting, end product quality assurance, human resources solutions, marketing and accounting.

PRESIDENT: Capital Legal Resources, Inc.

July 2001 to June 2003: Managing Partner of this legal recruiting and staffing firm. Performed all functions of inception including budgeting, forecasting and proposals; incorporation, federal and state business compliance, negotiating and contracting all vendor services, including multi-faceted insurances and payroll services. Daily activities included acting as both a manager and the director of recruiting. Sourced, interviewed, hired and trained my own staff, as well as candidates for client placements, both permanent and temporary. Performed business development functions and worked to maintain and better existing client relationships. Regularly interacted with local chapters of professional associations of attorneys, paralegals and legal secretaries. Maintained websites for both companies, and worked extensively with other websites and legal periodicals to maintain current job postings and advertising, both media and print. Developed all marketing materials, including print advertising, informational flyers and pamphlets, and invitations. Chaired many functions for clients, associations and candidate recruiting. Maintained working relationships with other area recruiters.

STAFFWISE LEGAL, Inc., Philadelphia, PA:

DIRECTOR OF RECRUITMENT

February 2001 to August 2001: Began as an entry-level recruiter in the 2-year-old office of this firm. Daily duties included cold call recruiting, sourcing, interviewing and certifying credentials of potential candidates for placement; new client development and obtaining job orders from existing clients; outside recruiting including active involvement in several professional associations, entertaining both clients and potential candidates, attending professional training seminars and conferences, etc. Exceeded all required activity goals and placement quotas for every month of my employment. Completed 27 placements in 4 months, brought on more than 10 new clients, and took the office from the red to the black for the first time since its inception.

DALNEKOFF AND MASON, P.A., 133 Defense Highway, Annapolis, MD: LAW CLERK Summer 1996 to Winter 2001: Worked as litigation assistant to t0he Managing Partner of this law firm, before, during and after law school, on full time, part time and project basis. Assisted with all facets of this extremely busy civil litigation practice including client relations, trial preparation and intense settlement negotiation. Developed excellent skills in legal research and writing, litigation strategy and drafting, and all aspects of ethical and profitable law practice including management of billable time and delegation of cases and work load to optimize client outcomes while maintaining firm profitability.

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY, MARYLAND:

JUDICIAL INTERN TO THE HONORABLE CHIEF JUDGE CLAYTON GREENE, JR.

Summer 1997: Primary project was reworking the Juror Pooling System for all criminal offenses included in the Maryland Annotated Code. Assisted Judicial Clerks with research and writing of judicial opinions, observed court proceedings and took notes for His Honor, and participated in many discussions with His Honor regarding proposed opinions and orders of the Court.

EDUCATION

UNIVERSITY OF BALTIMORE SCHOOL OF LAW: JURIS DOCTORATE, 1999.

GPA: 3.157. One of 2 students accepted to the Early Admission Program.

Merit Scholarship Recipient. Concentration in family law and civil litigation.

UNIVERSITY OF BALTIMORE: BACHELOR OF ARTS, CUM LAUDE, 1996.

GPA: 3.682. Jurisprudence Honors Program. Served as the Dean’s Liaison to Prospective Students.

References and Transcripts Available Upon Request.