

VIRGINIA “GINGER” KORCAL

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Fountain Hills, AZ 85268

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Summary

- Demonstrated achiever with exceptional knowledge of legal assistance, law office and business practices, specifically in the areas of personal injury, estate planning and probate, trust document preparation and administration, corporate.
- Strong law office administrative background, combined with experience in bookkeeping, trust account management, client billing, payroll, year-end tax organization, profit sharing plan accounting, privilege tax reporting.
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Extensive computer training, including knowledge of multiple business software packages.
- Enthusiastic, detail-oriented, positive, and highly motivated.

Education

Bachelor of Science Degree, Business-Accounting <i>University of Phoenix, Phoenix, Arizona</i>	1998
Associate in Arts Degree, <i>Summa Cum Laude</i>, Math and Accounting <i>Scottsdale Community College, Scottsdale, Arizona</i>	1973
Completion of Classes in Excel and Power Point <i>South Mountain Community College, Phoenix, Arizona</i>	2010

Career History & Accomplishments

Paralegal to William F. Hyder WILLIAM F. HYDER, P.C., <i>Phoenix, Arizona</i>	1977- 2013
<ul style="list-style-type: none">• Worked directly with sole-practitioner attorney in diverse areas of the law including, but not limited to, personal injury/wrongful death, civil litigation, estate planning/probate, trusts, family law, corporate, real estate, criminal law.• Played key role in gathering and summarizing medical records, collecting and itemizing medical expenses, communicating with clients as well as health and auto insurance companies, preparing personal injury settlement demand letters, negotiating lien reductions, reconciliation of settlement funds.	

- Prepared Wills, Living Wills, Powers of Attorney, Trust documentation; handled and administered probate matters from client intake through closing statement, organized and completed challenging and complex trust and estate accountings.
- Generated pleadings and agreements for simple dissolutions without children from client intake through decree.
- Produced documentation necessary to form corporations and LLCs, publish articles; prepared bylaws, minutes, corporate annual reports.
- Provided litigation support in fact investigation, preparation of correspondence, disclosure, discovery, motions, pretrial and pre-arbitration memoranda and trial materials.
- Completed applications to vacate judgment of guilt and dismiss charges, restoration of civil/gun rights; drafted fee agreements, notices of appearance and entry of plea, notices of defenses, requests for discovery; worked with OPDS regarding defense attorney appointments.
- Accounting and office management including bookkeeping through financial statements, year-end tax planning, trust account management, payroll and withholding; privilege tax reporting, accounts receivable and payable, profit sharing plan accounting, personnel management, office building management, purchasing, and computer/equipment troubleshooting.

Group Organizer

Fountain Hills, Arizona

*2011-
present*

- Formed group page on Facebook for elementary school graduating class of 1968.
- Using the Internet and social media, located and communicated with 98% of graduating class to add members to group page, bringing friends together, some of whom had not been in contact for over 40 years.
- Organized various reunions and networking opportunities for class group, with each other and with neighborhood, school, and church friends and acquaintances.

Legal Secretary at Goldstein, Mason & Ramras

Phoenix, Arizona

*1974-
1977*

- Client file and record handling; communication with clients; typing; shorthand; legal research; drafting of correspondence and pleadings; bookkeeping.
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Memberships & Affiliations

- Manager, e-Assistant, L.L.C.
- Notary Public, County of Maricopa, State of Arizona
- Former Member, Phi Beta Lambda; Phi Theta Kappa
(1st Place Award, State of Arizona, Business Administration)
- Former owner of AZ Color Trends, L.L.C., painting contractor
- Former President, Garden Villa Homeowners Association