

MAUREEN P. MCDERMOTT

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QUALIFICATIONS

Successful work experience in a complex, multi-dimensional area within a law firm. Demonstrated analytical, interpersonal, communication and office management skills. Proven track record of succeeding in a fast paced environment that requires independent thinking and strategic planning.

PROFESSIONAL EXPERIENCE

CADENCE GROUP, Atlanta, GA 2007

Records Inventory (Co-team lead)

- Inventory and organize architectural records
- Analyze and categorize records to be distributed to federal, state, and Atlanta archives
- Package and preserve materials
- Data input of information

FISHER & PHILLIPS, Atlanta, GA 2006

Library Assistant

- Cataloged new materials, updated library databases
- Processed research requests as needed
- Checked in and filed loose-leaf services; updated collections
- Supported informational needs of 200 attorneys

CREDIGY SOLUTIONS, INC., Suwanee, GA

Law Librarian/Researcher 2005

- Organized online law library system to include hard bound materials and internal, software research materials.
- Created legal definition/key word data base to aid in searching online materials.
- Researched collection and legal processes associated with entire life cycle of working distressed receivables.

DAVIS, MATTHEWS, & QUIGLEY, Atlanta, GA

Law Librarian 1986 – 2004

- Organized, managed, and maintained law library (\$200,000 collection).
- Responsible for library acquisitions and collection development.
- Coordinated Continuing Legal Education (CLE) courses.
- Experienced in legal research using WESTLAW, LEXIS/NEXIS, CCH and other such databases.
- Supported informational needs of prestigious firm of 20 attorneys.

MARTA, Atlanta, GA

Instructional Designer & Curriculum Developer

1999-2002

- Redesigned and improved Bus Operator Candidate's Training Manual and in-class presentation materials.
- Designed and created Division Dispatcher Candidate's Manual for the Office of Bus Transportation.
- Restructured and developed Policies & Procedures Manual for the Bus Communications Center. Created Paratransit Service Procedural Manual to comply with federal guidelines.

GEORGIA STATE UNIVERSITY, Atlanta, GA

Instructor

1996 – 1998

- Instructed intermediate and advanced levels of English as a Second Language (ESL) in the Intensive English Program.
- Collaborated with curriculum development committee.
- Mentored/advised multi-cultural students (age range 18-55).
- Consistently received high student and departmental evaluations for teaching skills. Commendations for excellence in teaching from the Director.

EDUCATION

Master of Science, Public Administration & Urban Studies

Georgia State University, Atlanta, GA

Specialization: Nonprofit Administration

Bachelor of Arts, Education

State University of New York, Albany, NY

Major: French / Minor: Spanish

PROFESSIONAL AFFILIATIONS

American Society for Training & Development (ASTD)

Technology-Based Learning Special Interest Group (SIG)

Association of Records Managers & Administrators (ARMA)