



Nina Richards | 469.248.5152
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Education	<p>New Hampshire Technical Institute Concord, NH October, 2013 – August, 2014 Paralegal Certificate: American Bar Association approved program. Prerequisite: Undergraduate degree: BA Legal Skills: Contracts, Torts, Legal Research, Litigation, Trial Prep, Real Estate, Criminal Law, Business Organization, Bankruptcy, Family Law, Probate, Estates and Trusts, Legal Writing: Deposition Summary, Drafting Legal Documents for Court and Inter Office use. Samples on web site: www.legalnina.com</p> <p>Exeter Adult Continuing Education Exeter, NH January – May, 2014 Excel: Beginner, Intermediate and Advanced</p> <p>Pikes Peak Community College Colorado Springs, CO August, 2009 – August, 2010 Adobe Creative Suites (CS4): Illustrator, Indesign, Photoshop, Dreamweaver and Flash</p> <p>Hobart and William Smith Colleges Geneva, NY September, 1981 – May, 1985 Bachelor of Arts: Major in Psychology/Education, Concentration in Art, Independent study in Animation.</p> <p>Art Institute of Philadelphia Philadelphia, PA June, 1985 – May, 1987 Associates of Specialized Technology: Concentration in Illustration and Graphic Design.</p>
Technology	<p>LexisNexis and MicroSoft Office: Word, Power Point, Excel Adobe Creative Suit 5 (CS5): Indesign, Illustrator, Photoshop, Dreamweaver, Flash</p>
Employment	<p>luv2cre8art4u Epping, NH August, 2010 – August, 2014 Creative Director/Designer/Illustrator/Production Artist: Provide project development, pre-press prep, custom illustration, logos, web and graphic design services for a wide variety of businesses and projects. Handle billing, collections, client meetings and schedule and coordinate projects to meet deadlines, budgets and project specs. Develop and implement marketing plan to establish, grow and maintain customer base. See Web Site for samples: www.luv2cre8art4u.com</p> <p>Town of Epping Recreation Department Epping, NH August, 2012 – June, 2013 Program Supervisor: Supervised ±10 staff members and ±40 elementary school aged children. Trained and scheduled staff, planned activities, handled communication between administration, staff and parents, developed behavioral plans and resolved conflicts.</p> <p>Alpine Electric Electrical Contractor LLC Woodland Park, CO April, 1999 – August, 2010 Marketing Director: Work on branding, networking, purchasing advertising and other promotional projects including sponsorship of local events. Designed and created web site, including copy writing and photography. Develop and implement marketing plan to establish, grow and maintain customer base.</p> <p>Creative Solutions Design Studio Collingswood, NJ & Syracuse, NY Sept, 1988 – April, 1999 Art Director/Designer/Illustrator/Production Artist: Provide project development and direction, pre-press prep, custom illustration, logos and graphic design services for a wide variety of businesses and projects. Develop and implement marketing plan to establish, grow and maintain customer base.</p>
Licenses	<p>Colorado Substitute Teaching License Woodland Park, CO October, 2007 - 2010 Provisional Teaching License New Hampshire August, 2012 – Present</p>
Memberships	<p>National Federation of Paralegal Associations, Inc. January, 2014 - Present Dallas Area Paralegal Association Dallas, TX January, 2014 - Present</p>
Other	<p>Founder and Board President for Happy Hand Children’s Museum: Handled all aspects of gaining 401C3 status. Instrumental in community education, outreach programs, organization and fund raising.</p>
Volunteer	<p>Exeter Area Chamber Children’s Fund, Woodland Park PTO, DAPA outreach programs</p>
References	<p>References and CLE’s: Available upon request.</p>