

MARYELLEN VIOLA

EDUCATION: Molloy College, Bachelor of Arts
Nassau Community College, Paralegal Certification

WORK EXPERIENCE:

PENNSAVER- Four years as a receptionist. Duties included working a 40-line switchboard for incoming calls, interactions with office customers, mail processing as well as performing support duties to a 35-person sales staff. Worked several months per year as an assistant in the payroll department and field assistant to the outside sales force.

DIOCESE OF BROOKLYN AND ROCKVILLE CENTER- Four years as a general music teacher for grades Nursery through grade eight. Responsible for teaching general music to all students in Catholic schools, as well as creation, preparation and direction of monthly shows, semi-annual concert, school and sacramental masses and annual graduation ceremonies.

GEICO INSURANCE- Seventeen years in the claims department. The job involved extensive customer interaction, both in person and on the phone, taking detailed accident reports and following up on claims as well as work on special projects in the department including several years of sole responsibility for resolving a monthly run of uncashed payments.

GEICO INSURANCE STAFF COUNSEL- Five years as a paralegal for an insurance-defense legal firm. Job responsibilities included internal and external client contacts, review and preparation of legal documents, maintenance of calendars and file management.

LAW OFFICE OF THERESE CONNORS EBARB PLLC-2018 to present as Paralegal and Executive administrator. Job responsibilities include preparation and review of legal documents, correspondence with internal and external clients and court personnel, calendar maintenance, extensive client contact via phone and in person, mail processing, file tracking and organization, coordination with social workers and accountants.