
2017 CANDIDATE STATEMENT

Due Date: December 1, 2017

a. Explain your interest in the position;

My interest in the position of treasurer is so that I can become more familiar with the Association. I am new to the area and believe joining the Board of Directors of the New York City Paralegal Association Inc., will permit me to get to know like-minded people in the industry.

b. Describe your qualifications for the position;

I am highly organized and pay strong attention to detail. My communication and interpersonal skills are above par and I value keeping all parties informed consistently. My knowledge of the basic accounting/financing principles and Microsoft Excel allow me to take on very in-depth budget statements. I go above and beyond to get the job done. I am very trustworthy.

c. List the ideas you will bring to the position.

Most importantly, as treasurer, I will make sure the Association stays within their annual budget. I would like to have a budget that allows us to offer an array of Continuing Legal Education classes to our paralegals that suit their needs and desires. I would try to locate outside resources that would allow us to give students and paralegals tools to advance in their careers. Depending on the Association's accounting books, I could to streamline the financial records.