



DANA K. BLAIR

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danaparalegal.com

♦ EXPERIENCE

Dana's Secretarial Services ♦ Red Bluff, California  
*Owner ~ 2013 to present*

Providing Paralegal & Secretarial Services to the community.

Jacobs, Anderson, Potter & Chaplin ♦ Chico, California  
*Paralegal ~ 2007 to 2013*

Providing support as a legal assistant to multiple attorneys performing a variety of legal tasks in probate law – conservatorships, estates & trust; evictions; civil litigation and collections.

Butte County Public Guardian ♦ Oroville, California  
*Paralegal ~ 1997 to 2007*

Support staff for the attorney representing Butte County Public Guardian/Butte County Public Administrator. The Public Guardian's office conserves people in L.P.S. Conservatorships and Probate Conservatorships under the jurisdiction of the court. The Public Administrator administers decedent's estates for those that have no family willing and/or able to administer their love one's estate.

Dahlmeier Insurance Agency ♦ Oroville, California  
*Customer Service Representative ~ 1995 to 1997*

Clerical support & Customer Service Representative in the personal lines unit including homeowners insurance and auto insurance.

Law Office of Lynn Hubbard ♦ Chico, California  
*Legal Secretary ~ 1993 to 1994*

Legal Secretary/Clerical Aide for Mr. Lynn Hubbard, Attorney at Law, specializing in personal injury law.

Law Office of Larry Rothman ♦ Newport Beach, California  
*Legal Secretary ~ 1992 to 1993*

Legal Secretary for Larry Rothman, Attorney at Law, who represents Homeowners Associations in foreclosures, collections and evictions.

♦ LICENSES

♦ Notary Public ~ Certified Paralegal ~ Loan Signing Agent ~ Insurance Agent

♦ SKILLS

♦ Providing personal service at a reasonable price in a professional manner.

♦ TRAITS

♦ Honest, caring, determined, trustworthy & dependable

♦ PERSONAL ENJOYMENT

♦ Nature, snow skiing, water skiing, dogs ☺, travel, serving others, reading & shoes!!!