

SHAWN M. MERRILL

EDUCATION California State University, Sacramento  
Bachelor of Science, Criminal Justice  
Internship: Department of Developmental Services, Special Investigations  
Unit

Notary Public Commission 2005 to 2015  
State of California, San Francisco County

Skyline College  
Paralegal Certificate and Associate of Arts

EMPLOYMENT Paralegal to Robert Crudele  
2015 - present Crudele & Beerman, LLC

Duties: Write first drafts of court documents for court and alternative dispute resolution programs, stipulations, orders, and other legal documents. Explain legal procedures and requirements with clients. Research and prepare final drafts of discovery. Coordinate and set-up depositions. Prepare and issue subpoenas duces tecum. Index and organize deposition and other trial material, including preparation of the exhibit binders for the court and other parties; prepare summaries of depositions and medical records. Interview witnesses and appropriate witnesses to verify evidence, obtain written statements when possible, and get cooperation for judicial proceedings. Assist attorney in court by coordinating the presentation of exhibits and by maintaining contact with witnesses, issuing subpoenas, coordinating travel arrangements, and preparing witnesses for testimony. Monitors compliance to decisions, stipulations, and orders.

2006 - 2015 Paralegal  
Gibson Robb & Lindh LLP

Duties: review and maintain case files daily. Review and analyze data/documents, make recommendations to Senior Partners to accept or reject new cases. Draft correspondence to clients, opposing counsel, and carriers and/or their agents. Search for, and locate, carriers, vessels, and truckers. Negotiate settlements. Draft complaints and summons. File suit in Federal and State courts. Draft Rule 26 Disclosures. Propound, and respond to, discovery requests. Draft CMC Statements. Create Power Point presentations. Create Excel spreadsheets for attorneys for their larger complex cases. Complete monthly status reports to clients.

Shawn Merrill

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2000- 2006 Co-Manager  
The Sports Authority

Duties: promoted customer service in a sports environment by probing the customer for what they seek, then educate through demonstration of the product. Analyze sales trends. Facilitate communication to the Corporate office on behalf of customer requests for specific product. Maintain operational standards by auditing daily sales transactions, incoming/outgoing shipments, and monitoring payroll. Responsible for the coaching, training, and development of up to 75 associates from Department Managers to part time associates.

Prior to 2000 Other positions include: Vice Decoy, Sacramento Police Department; Store Manager, Ross Stores; Store Manager, F. W. Woolworth; Executive Team Leader Target Stores; Guest Services Manager, Toys-R-Us.

INTERESTS Scuba diving and travel

AWARDS Member of the Year, SFBA-MBCA 2014  
Member of the Year, MBCA-Hawaii Section, 2016

MEMBERSHIPS

President, Hawaii Section-MBCA

Vice President, Hawaii Section-MBCA

Past Director at Large for SFBA-MBCA

Member of Mercedes Benz Car Club of America

Past President, Adobe Gardens Home Owners Association

4-H Leader, Hawaii County

Member, Finance Committee, Hawaiian Paradise Park Owners Association

Member, County Park Planning Committee

Member, Classic Cruizers Car Club

Vice Chair, East Hawaii County Republican Party

State Delegate, East Hawaii County Republican Party

Member, Board of Registration of the Island of Hawaii