

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
2015 - present

Legal and Administrative Assistant to Robert Crudele
Crudele & Beerman, LLC

Duties: Maintain Mr. Crudele's electronic and manual calendar and arrange for his travel and court appearances. Review and maintain case files daily. Review and analyze data/documents Summarize medical records for Mr. Crudele. Draft correspondence to clients and opposing counsel. Draft complaints and summons. Finalize all court related filings. Propound, and respond to, discovery requests. Assist and maintain Commissionship cases and facilitate the sale of bank owned properties.

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



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

Past President, Adobe Gardens Home Owners Association
Member of Mercedes Benz Car Club of America
Past Director at Large for SFBA-MBCA
Vice President, Hawaii Section-MBCA,
4-H Leader, Hawaii County
Member, Finance Committee, Hawaiian Paradise Park Owners Association
Member, County Park Planning Committee
Member, Classic Cruizers Car Club
Secretary and Interim Chair, East Hawaii County Republican Party
State Delegate, East Hawaii County Republican Party