

**SUSAN B. MERK**  
**Reston, VA 20190**  
**email: [sbmerk@verizon.net](mailto:sbmerk@verizon.net)**

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**OCCUPATIONAL GOAL:** *To utilize my creative approach to the presentation of information and the development of data resources; and my organizational, analytical and research skills for results-oriented problem solving and project fulfillment, in a progressive environment with a high degree of responsibility, flexibility and variety of workload.*

## **WORK & LIFE EXPERIENCE**

*March 2006 to present* **The Nature Conservancy – Arlington, VA** - a leading conservation organization working around the world to protect ecologically important lands and waters for nature and people (<http://nature.org>)

*Senior Corporate Services Paralegal/Compliance Assistant*

- Responsible for maintaining charitable registrations in 39 states to enable The Nature Conservancy (TNC) to solicit contributions. This includes sending renewals/annual reports; keeping a spreadsheet of deadlines/required forms; tracking down needed corporate information from various departments; researching state codes; etc.
- Update the company's policies & procedures as needed; reformatted Policies & Procedures Manual in hard-copy and electronic form, the latter of which is posted on the corporate intranet, including adding links to relevant resources; reorganized Ethics & Compliance website, added graphics, improved navigation, etc.
- Redesigned Legal intranet website to be more user friendly and to enhance functionality.

*Oct. 1995 to Feb. 2006* **MCI, Inc./Verizon Business - Washington, DC** - major provider of local, long distance, international and Internet communication services

*Paralegal/Webmaster in Technology Law Group (TechLaw) which is responsible for acquiring, safe-guarding and maximizing the use of MCI's intellectual property (IP) including trademarks, copyrights, patents, trade secrets, computer source code, etc.*

- Created and maintained database resources for drafting and tracking various kinds of agreements affecting intellectual property, such as Non-Disclosure Agreements (NDAs), Software Licenses, Consulting and Development Agreements, etc.:
  - designed and administered NDA Database which currently has over 10,500 records, the summaries of which are available on the corporate intranet;
  - helped devise automated online utility by which users create a Non-Disclosure Agreement in pdf format to email to outside entities;
  - developed IP Inventory which provides detailed abstracts of provisions in strategic IP agreements and supervised 4 summer interns in entering terms of over 300 such agreements;
  - constructed prototype for Project Database which tracks the status, costs and other details of all matters handled by Technology Transactions Team;
- Coordinated the launch of a revised and updated Law and Public Policy website which covered legal resources handled by 15 groups reporting to MCI's General Counsel. Sitemaps for this website included over 900 links to almost 250 webpages;

- Designed layout, formatted in HTML, helped formulate content and continually updated TechLaw's comprehensive "user-friendly" website (over 70 pages) on MCI's corporate intranet. This included creating text images, VISIO diagrams, PowerPoint presentations and other visual aids for the display of legal resources, policies, org charts, flow charts, "who-to-call" lists and other info in a web environment;
- Supervised Website/Database Administrator who facilitates the above along with creating database applications for the Patent and Trademark Teams in TechLaw;
- Reviewed trademark files and status in CPI database; handle correspondence with foreign counsel regarding the disposition of MCI's trademarks and filings with the USPTO;
- Performed research on telecom policies, IP matters, uniform laws, electronic privacy, etc.;
- Handled inquiries involving the use and completion of Non-Disclosure Agreements.

1999 to present

*Have designed websites for numerous community and business entities which can be accessed off my domain name at <http://seiz2day.com>*

August 1992 to October 1995

**LEGENT Corporation - Pittsburgh, PA**

*Paralegal - provided assistance in all phases of operation of corporate legal department of \$500-Million marketer of computer software. (company was purchased by **Computer Associates International** in August 1995)*

- Initiated a new filing system, including the assimilation of documents from 14 acquisitions;
- Organized information on corporate litigation, outside legal fees, merger-related archives, etc.;
- Implemented all procedures for the registration of corporate trademarks, including searches on DIALOG;
- Generated daily/monthly graphs tracking stock prices/volumes sold;
- Coordinated all aspects of legal department's move to new facility & transferred all legal files to parent headquarters as part of acquisition.

August 1991 to June 1992

**Pitt-Des Moines, Inc. - Pittsburgh, PA**

*Paralegal - part-time, temporary assignment; implemented a new filing system in legal department of engineering, construction and steel fabrication firm.*

April 1986 to July 1991

**Hope Gas, Inc. - Clarksburg, WV**

*(now **Dominion Hope**, a subsidiary of **Dominion Resources Inc.**)*

*Paralegal - assisted in all transactions of the legal department of a public utility and local distributor of natural gas.*

- Helped standardize company's gas purchase and gas transportation contracts; handled their execution along with the drafting of amendments, renegotiations, assignments, etc.; and compiled and maintained abstracts of over 200 such agreements;
- Generated computerized monthly payment schedule which determined payments to suppliers involving the calculation of over 400 constantly fluctuating rate structures;
- Summarized court rulings, legislation, contract terms, etc. for distribution to corporate management;
- Performed legal research on local, state and federal laws; reviewed leases, title opinions and operating agreements to verify drilling and marketing rights of gas producers.

- 1981 - 1985 *Various temporary clerical positions, Pittsburgh, PA*
- 1969 - 1981 *As a homemaker and mother of two children, actively participated in numerous volunteer organizations; maintained small business of selling hand-made stitchery.*
- 1966 - 1969 **Equitable Life Assurance Society - Pittsburgh, PA**  
*Determined benefits for group health claims.*

## **EDUCATION**

- 1982 - 1985 **Pennsylvania State University - Pittsburgh, PA**  
*Completed Paralegal Certificate Program*
- 1978 - 1981 **Community College of Allegheny County - Pittsburgh, PA**  
*Earned 22 credits in Business Administration; GPA: 4.0*
- 1962 - 1966 **Thiel College - Greenville, PA**  
*BA - Foreign Languages/Secondary Education;  
100% of college expenses financed by scholarships, work grants,  
NDEA Loan and summer employment; GPA: 3.0*
- 1958 - 1962 **Frontier Central High School - Hamburg, NY**  
*Valedictorian of Senior class of 250 students; NY State Regents Diploma;  
Grade Average: 97%*

**COMPUTER SKILLS** Windows XP/Vista; MS Word; MS PowerPoint; MS Excel; MS FrontPage;  
MS Outlook; FileMaker Pro; VISIO; WESTLAW; HTML; Dreamweaver

**TRAVEL** Hawaii, Mexico, Puerto Rico, Virgin Islands, Canada, Spain

**ORGANIZATIONS** American Association of University Women; Thiel College Alumni Board of Directors; New York State Society; United Christian Parish of Reston; Reston Citizens Association Board Member; have created and maintain several community groups' websites

**PERSONAL WEBSITE WITH ON-LINE RESUME:**

<http://seiz2day.com/sbmerk/carpediem.html>

**EXAMPLES OF WEBSITE CREATION:**

<http://seiz2day.com>

**REFERENCES PROVIDED ON REQUEST**