

Donna Heisenbottle, CLA

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Coral Gables, FL 33143
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SKILLS

Administrative Skills:

- Managing all aspects of a law firm, including personnel issues, hiring and dismissing support staff, monthly financial and statistical reporting and budgeting
- Supervising and/or conduct bookkeeping and general accounting functions
- Reviewing contracts and negotiating renewals for insurance policies, equipment leases, computers.
- Maintaining and troubleshooting computer network
- Supervised tenant buildout for several employers/clients

Estate Planning/Probate/Guardianships:

- Preparation of wills and trusts.
- Drafting and preparation of pleadings for all types of estates and guardianships from inception to discharge.
- Working with clients, accountants, financial managers, etc. in preparation of tax returns and transferring of assets and other correspondence.
- Conducting legal research as required.

Zoning/Real Estate (commercial and residential):

- Preparation of all required documents, surveys and permits.
- Working with clients, attorneys and governmental agencies to obtain plat approval, zoning and variances, water and sewer, etc.
- Handling of all types of real estate transactions from contract to attending real estate closings.
- Communicating with clients, realtors, title companies, banks and attorneys regarding examination of title, preparation of title policies, and preparation of lenders' closing documents.
- Conducting legal research as require

EMPLOYMENT

Business Options, Inc., Coral Gables, FL 33143

Independent Contractor providing bookkeeping, management, supervisory and paralegal services
May, 2008 - present

Key Academy, Key Biscayne, FL

Education Specialist/Tutor
October, 2013 - present

Law Offices of J. Patrick Fitzgerald, P.A., Coral Gables, FL 33134

Estate Planning, Probate, Guardianship and Commercial and Residential Real Estate, Zoning Paralegal and Office Administrator. June, 1997 – May, 2008

Russo & Baker, P.A., Coral Gables, FL

Real Estate and Zoning Paralegal. March, 1994 – March, 1996