

MICHELE M. GUARINO

Office (800) 276-0818
Cell (303) 884-9175
Email Address: us@ASecondOffice.com
www.ASecondOffice.com

HIGHER EDUCATION AND ACHIEVEMENTS

Paralegal Certification. Community College of Denver, Denver, Colorado.
New Jersey Real Estate License (expired). Essex County College, Newark, New Jersey.
Various business courses. Montclair State College, Montclair, New Jersey.
Notary Public - State of Colorado.

WORK EXPERIENCE

February 2003 to Present

A Second Office, LLC
Michele Guarino, CEO

Business Management and Executive Support Services

A Second Office, LLC is a team of skilled professionals assisting entrepreneurs and small business owners by taking care of the details so they can concentrate on the items most important to them. Services provided include, but are not limited to: Business Management, Executive Assistant, Paralegal, Sales & Marketing, Web Management, Office Organization, Business Setup: Incorporation and Licensing, Event Planning, and Notary.

August 2002 to January 2003

SN Servicing Corporation
323 Fifth Street
Eureka, CA 95501

Direct Supervisor: June Lowman, Senior Corporate Paralegal

SN Servicing Corporation buys and sells mortgage packages. The Company also owns and maintains several real estate operations.

Legal Department Assistant. Gathering of searches and information for Securitizations. Maintain corporate records and minutes. Incorporate, qualify and dissolve entities. Responsible for annual report filings for the multitude of entities owned by the Company. Assist the Corporate Paralegal in maintaining the Company's licenses (e.g., Collection Agency, Mortgage Lender, Business, etc.). Receive legal and tax documents, research account information, and forward to responsible parties. Any and all work to assist the Corporate Paralegal.

May 8, 2000 to October 4, 2001

Genomica Corporation
1745 38th Street
Boulder, CO 80301-2603

Direct Supervisor: Teresa Ayers, CEO

Genomica was a software company that created computer programs to track genomes (human and animal).
On October 4, 2001, Genomica laid off 105 employees and later closed its doors on February 28, 2002.

Executive Assistant to CEO, CFO, President/Chief Scientific Officer, EVP of Commercial Development, Director of Software Alliances, Controller, Senior Director of Operations/Information Systems, and Director of Investor Relations. For the first ten months of employment, I was also the Executive Assistant to the VP of Marketing, VP of Sales, VP of Engineering, Scientific Services Manager, and Director of US Sales.

- ❖ Perform a variety of executive level support functions.
- ❖ Ability to be flexible and work with different personalities and requirements of the individual executive.
- ❖ Maintenance of corporate records and minutes. Interact with members of the Board of Directors and Scientific Advisory Board.
- ❖ Prepare Investor Relations and Board packets.
- ❖ Upkeep of legal agreements (licensing, trademarks, non-disclosure, etc.).

Office Manager (Facilities Manager) and Supervisor to the front office/lobby.

- ❖ Independent judgment in maintaining 41,680 square foot building. Interact with various vendors and service providers.
- ❖ Responsible for corporate purchases.
- ❖ Budgeted personal corporate credit card.
- ❖ Coordinated weekly corporate employee lunch program.
- ❖ Coordinated Corporate Events.
- ❖ Refined corporate recycling program.
- ❖ Assisted in planning and completion of remodel/expansion of the premises to accommodate growth from 30 employees to 150 employees as of August 1, 2001.
- ❖ Created Lobby Handbook and Instruction Manuals.

Supervisor of the Administrative Assistants. ❖ Coordinate coverage of reception and facilities floater tasks with assistants and front desk personnel. ❖ Created Administrative Assistant Handbook.

November 1, 1999 to May 7, 2000

Elizabeth Cook
6105 Monarch Road
Longmont, CO 80503
(303) 530-4197
Supervisor: Libby Cook

Executive Assistant to Founder and Executive Vice President of Wild Oats Markets, Inc. Responsible for maintaining several investment and business ventures owned by Ms. Cook and her husband, including tenant reconciliation and property management. Setup and maintained accounting system; also to include internet banking. Assisted in personal projects, such as the remodel of their million dollar home. Answer phones, organize home office, and much more.

March 6, 1995 to July 9, 1999

Wild Oats Markets, Inc.
3375 Mitchell Lane
Boulder, CO 80301-2244
(303) 440-5220

Supervisor: Libby Cook (retired)

Wild Oats is a nationwide chain of natural and organic foods markets in the U.S. and Canada.

Corporate Paralegal. ❖ Maintenance of real estate and vendor leases, licenses, corporate records, new store openings and acquisitions, service contracts, trademarks/trade names, tracking litigation, etc. ❖ Direct communication with governmental officials, landlords, and the public.

Executive Assistant to: ❖ Executive Vice President and Founders (Mar 95/Jul 99). ❖ Vice President of Legal (Nov 96/Jul 99). ❖ CEO, President/COO, Vice President/Secretary, Treasurer, and Director of Real Estate (Mar 95/Apr 97).

❖ Perform a variety of executive level support functions which require confidentiality and independent judgment in the day-to-day operations of a business. ❖ Schedule appointments and meetings. ❖ Maintain calendar. ❖ Compose and draft correspondence. ❖ Coordinate travel arrangements. ❖ Compilation and submission of final travel expense vouchers. ❖ Ability to meet deadlines, multi-task, organize, set priorities, to work under pressure and changing priorities. ❖ A problem-solver and team player. ❖ Set up and maintain filing systems. ❖ Worked on several personal business ventures, including property management, owned by the Founders.

Office Manager. ❖ Creation of procedures and manuals. ❖ Answer general policy and procedure questions. ❖ Review of department budgets and P&L monthly statements. ❖ Supervision and management of administrative personnel. ❖ Coordinate and execute Giving Tree for the Christmas holiday.

Supervisor. ❖ Hired and trained Administrative Assistants, Receptionist, Mailroom Clerk and File Clerk.

September 1992 to March 1995

A Second Office, LLC
Michele Guarino, CEO/Owner

I started my own business working for several attorneys and other business ventures. Two of my regular clients included: Macon Cowles, Attorney at Law (Sept 92/Mar 95), and Barbara J. Dahl, et. al., Court Reporters (Sept 92/Oct 94) (See detail below). The following is a list of services provided to my clients:

- ❖ Paralegal. Document control of records, including maintaining several databases. Preparation and organization of exhibits to be used at trial. Researching and decision making regarding relevance of documents and topics. Summarizing depositions.
- ❖ Bookkeeping.
- ❖ Billing.
- ❖ Legal transcription and legal billing.
- ❖ Office Management and setup of systems.
- ❖ Proofreading of deposition transcripts.
- ❖ Property Management.
- ❖ General Office. Setting up filing systems. Mailings.

September 1992 to March 1995

Macon Cowles, Attorney at Law
1680 Wilson Court
Boulder, CO 80304
(303) 447-1332
Supervisor: Macon Cowles

Mr. Cowles is a nationally-recognized environmental lawyer.

Paralegal/Executive Assistant work includes: document control of all records, including maintaining databases. Preparation and organization of exhibits to be used at trial. Researching and decision making regarding relevance of documents and topics. Summarizing depositions. All other aspects of paralegal work.

Office Manager - light bookkeeping, payroll, filing, transcription, billing, ordering of supplies, and all other aspects of managing and organizing a small law firm. Most of the work was conducted through telecommuting.

September 1992 to October 1994

Barbara J. Dahl, et al., Court Reporters
6 Delwood Circle
Durango, CO 81301
(720) 382-5371

Supervisor: Barb Dutton [Dahl]

Ms. Dutton owned a court reporting business, which she sold in 1994 to retire and pursue other interests.

Assistant Office Manager. Work entails document processing from editing and proofreading to finalization of transcripts.

Coordinating schedules of depositions with court reporters. Accounting, bookkeeping, and electronic billing. Created electronic billing system using QuickBooks. Entails a large amount of time on the phone responding to questions from the attorneys and/or their assistants.

July 26, 1988 to September 8, 1992

French & Stone, P.C.
720 Pearl Street
Boulder, CO 80302
(303) 449-3891

Supervisors: Bob Stone, Gary Mallo and David Haynes

French & Stone is a general practice law firm which deals with probate, estate planning, municipal, real estate, banking, representation of bicycle athletes, personal injury, and other litigation.

Legal Assistant/Paralegal. ❖ Review rules of procedure and determined trial and other critical court dates with no supervision.

❖ Drafting of document and pleadings through final revisions.

Office Management. ❖ Scheduling of appointments, seminars, and trials. ❖ Billing of 2000+ clients. ❖ Filling out forms for updating office liability policies. ❖ Made suggestions to better office procedures to organize and increase productivity in the office.

May 1983 to May 1988

Joseph Scaduto, Attorney at Law
Anthony J. Cervasio, President
Abraxas Abstract, Inc. (Lawyers Title Ins.)
366 Passaic Avenue
Nutley, NJ 07110

Supervisors: Anthony Cervasio and Joseph Scaduto (retired)

Abraxas Abstract is a title insurance company. Mr. Scaduto practices law in the real estate and contracts fields.

Legal Assistant, Office Manager. ❖ Hired, trained, and managed all employees in office procedures, word processing.

❖ Handled day-to-day operations of the business. ❖ Organized and increased productivity by creating computer system to print policies and reports. ❖ Bookkeeping - accounts receivable and accounts payable. ❖ Entailed a large amount of time on the phone responding to questions from the attorneys and/or their assistants. ❖ Worked on all documentation relative to residential closings.

COMPUTER/EQUIPMENT KNOWLEDGE

PC software: Microsoft Word, Microsoft Outlook, WordPerfect, Microsoft Excel, Act!, PowerPoint, RingCentral, WebEx Office, Windows Operations, QuickBooks, Quicken, TimeSlips, Lotus Notebook, DayTimer, Address Book Plus, Caselinks, VisiWord, Internet proficient, AWeber, Salesforce, and many others.

Macintosh software: WordPerfect, Microsoft Word, Microsoft Excel, QuickBooks, Timeslips, Safari, DayLite, QuickMail, OneNet, and many others.

Equipment: Knowledge of all business equipment.

PERSONAL INTERESTS

I enjoy the fiber arts, reading, gardening, photography, and cooking.