

Susan D. Bielski

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<http://www.sdb-editing.com>

Objective: A team-player position in a mission-driven organization where my legal training, writing talents, organizational skills and attention to detail will add value

Work Experience

Legal and Business **Writing Consultant**, Exeter, NH 10/97 - Present

- Perform a variety of detail-oriented, time-sensitive legal and business editing and writing assignments, including:
 - Drafting, review and editing of contracts, leases, licenses, legal memoranda, client correspondence and book manuscripts (focusing on, but not limited to, limited liability company practice)
 - Legal research, statutory analysis
 - Drafting case briefs

Proofreader, *Business NH Magazine*, Manchester, NH 7/04 - Present

- Review monthly editions of state-focused business magazine for clarity, grammar, punctuation, spelling and compliance with AP and in-house styles.
- Have never missed a deadline.

Parent **Volunteer** at Seacoast Charter School, Kingston, NH 9/06 - Present

- Support efforts to **market** and grow New Hampshire's first charter public school.
- **Educate** prospective parents and socialize current parents
- Participated in **lobbying** activities for alternative public-school funding for three consecutive state legislative sessions.
- Acted as **teacher liaison** to parent body, facilitating **procurement** of equipment for school ("wish-list" fulfillment).
- Served as **field trip coordinator**, organized and chaperoned numerous field trips.
- Chaired **communications committee**, produced monthly school newsletter '07-'08 academic year.
- Co-organized and participated in numerous school community events and fundraisers, including Fundraising Breakfast, Harvest Festival, Field Day, Grandparents' Day, Lunch Bunch, book sales, food drives, concerts and plays.
- Orchestrated weekly teacher appreciation luncheons '08-'09 academic year.

Corporate Counsel, RealWorld Corporation, Manchester, NH 12/95 - 6/96

- Managed all legal affairs of \$10 million international accounting software manufacturer, including management of all intellectual property; supervised paralegal staff and coordinated with outside counsel on litigation, corporate tax and other matters.

Program Director, NH Inventors Assistance Program, Concord, NH 3/94 - 7/95

- Developed and managed public/private resource program for potential entrepreneurs.
- Educated and advised program clients and the general public on intellectual property, business law and the innovation process.
- Trained and supervised law student staff.

Contract Lawyer, NH Office of State Planning, Concord, NH 11/93 - 6/94

- Updated state's documentation of NH Supreme Court land use and municipal law cases.

Legal Consultant, NH Land Conservation Investment Program, Concord, NH 5/92 - 3/93

- Reviewed purchase and sales agreements, deeds and other documents for form and content.
- Resolved title, probate and other legal questions to facilitate agency acquisition of environmentally valuable properties.

Certified **Veterinary Surgical Technician**, Angell Mem. Animal Hosp., Boston, MA 8/88 - 7/90

- Proficient in sterile technique, veterinary anesthesia, recovery room nursing, medication.

Education

Juris Doctor, 1993, Franklin Pierce Law Center, Concord, NH (now UNH School of Law)

- **Intellectual Property Law Research Fellowship** 8/94 – 5/95
- **Teaching Assistant**, Intellectual Property Summer Institute at Pierce Law 6/95 - 7/95
- **Issue Editor**, IDEA: The Journal of Law and Science, 1995
- Trained in commercial **mediation**
- Awarded undergraduate recognition for **excellence in legal research**, 1993
- Institutionalized and operated school-wide recycling program single-handedly for two years
- Worked in the **Pierce Law Library** part-time for three years, including one summer full-time

Bachelor of Science, Animal Science, *cum laude*, 1988, Univ. of Massachusetts, Amherst, MA

- Independent study of the bovine genome

Northfield Mount Hermon School, Northfield, MA. *cum laude*, 1983

- Awarded class prizes for excellence in English (1981) and French (1982)

Community Involvement and Organization

- Volunteer organizer and participant in PEACS Kidz Karnival 2006-2008
- Volunteer driver, Exeter Social Services Organization (ESSO) 9/07 – 5/08
- Volunteer **baseball coach**, Northwood and Exeter, NH 3/05 – 6/07
- Parent volunteer, Seacoast Academy, Hampton Falls, NH 9/09 - Present

Licenses

- Admitted to the **New Hampshire Bar**, October 1993 and the **Massachusetts Bar**, April, 1994 (current status: inactive)
- FCC amateur **radio operator**, Amateur Extra Class, call sign W1AMO. 2/03 – Present

Technical Skills

- Proficient in **MS Word** and other applications and Internet resources using **Windows** platform

References for Susan D. Bielski as of 2010:

John M. Cunningham, Esq.
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