
MICHELLE KAPLAN

OBJECTIVE

FREELANCE WRITER / REPORTER

To dazzle my clients with pure professionalism by providing them with clean, engaging writing, delivered as promised, exceeding their expectations.

EXPERIENCE

PARALEGAL, LOUISE A.D. JONES, P.A., WEST PALM BEACH, FL
5/2010-12/2011

Write motions and petitions, affidavits, prepare subpoenas, notices of hearing, draft pleadings, memo of law, exceptions. Perform legal research with West Law. Organize and analyze production, discovery. Coordinate mediations and hearings, set special hearings, emergency hearings with judicial assistants. Schedule court reporters and process servers. Keep calendar. Manage clients, interview clients, assist clients in preparation of financial affidavits using Assets +. Prepare attorney for hearings, trials as well as assist attorney and clients in court.

VICTIM ADVOCATE, STATE ATTORNEY'S OFFICE, WEST PALM BEACH,
FL 1/2010 -5/2010

Volunteer in the Domestic Violence Unit as a victim's advocate. Help victims navigate through the difficult legal process in domestic violence cases. Educate victims by providing information on services.

TECHNICAL WRITER, NATIONAL ANALYSIS CENTER, WEST PALM
BEACH, FL 4/2006 - 3/2009

The National Analysis Center tests wireless phones and accessories. Take data and organize and rewrite it into its final report form so that either the client's engineers or marketing and management personnel can understand it.

FREELANCE WRITER/COMMUNITY NEWS REPORTER, SUN-SENTINEL,
DELRAY BEACH, FL 1/2006-4/2007

Write feature articles of interest to the community.

ENTERTAINMENT REPORTER/ COLUMNIST, THE LOCAL BUZZ
MAGAZINE, PORT ST. LUCIE, FL 10/2005-11/2007

Interview celebrities and write profiles. Write monthly humor column. Write stories about local artists and entertainment.

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RESEARCH COORDINATOR/MARKETING, JKG GROUP, BOCA RATON, FL
2/2005-9/2005

Organize grand opening events for client, Office Depot. Write agenda, press releases and script for opening. Research and contact local nonprofit organizations to receive donations. Alert the media and promote event. Write media alerts for client events. Write speeches for client.

STAFF WRITER/REPORTER, HOMETOWN NEWS, JUPITER, FL 3/2004-
2/2005

Staff writer for the North Palm Beach, Juno Beach and Singer Island edition of the Hometown News. Solely responsible for all content of this weekly. Write stories, cultivate sources and develop contacts for the largest and fastest growing weekly newspaper in the Palm Beaches. Responsible for content, story ideas and follow up. Writing hard news, investigative series, features and entrepreneur stories. Awarded, nationally, for news writing from the Association of Free Community Newspapers.

PROMOTIONS MANAGER/BUSINESS MANAGER, CONTINENTAL
CATERING PALM BEACH GARDENS, FL 6/2003- 3/2004

Design and maintain company web site. Design print ads for publication. Assist in all areas of event planning. Clients included: Jimmy Buffet, FPL, Wachovia, Lighthouse for the Blind many more...various clients for weddings and private parties.

ADMINISTRATIVE ASSISTANT /TELEPHONE OPERATOR, VERIZON,
BOSTON, MA 2/1991-9/2002

Worked as a telephone operator and was promoted to a manager's assistant. Assist the managers in whatever task was at hand. Assigning work, payroll, keeping the overtime list all while working my way through college.

NEWS DIRECTOR/DISC JOCKEY, WRBB RADIO, BOSTON, MA
9/1984-5/1989

News Director: Worked in all aspects of production of on-air news including news writing, reporting, on air live remote reporting, training others and announcing on air. During the same time, On Air Personality/ Disc Jockey: Album Oriented Rock, live on air show, taking phone calls - having a quick wit and lively banter with audience members.

REPORTER/INTERN, THE PATRIOT LEDGER, QUINCY, MA 9/1985-5/1987
Interned with the Patriot Ledger Newspaper. Served as a feature news reporter (various dates during the mid to late 80's.) Covered feature stories, interviews, some editing.

MICHELLE KAPLAN

EDUCATION

NORTHEASTERN UNIVERSITY, BOSTON, MA - BS, JOURNALISM, 1996

FLORIDA INTERNATIONAL UNIVERSITY, MIAMI, FL - CERTIFICATE IN
PARALEGAL STUDIES, 2010

REFERRALS

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WRITING SAMPLES

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