

**Tammy A. Franklin**  
314 Timberline Circle

## **BACKGROUND & PROFESSIONAL PROFILE**

My husband, Mark, and I are residents of Carroll County, Maryland. We have three adult children, six grandchildren and one on the way. We bought our property at White Horse Park in May of 2006. Our family has loved the community from the very first day. Our grandchildren learned to swim in our community pool at WHP – we have created so many wonderful memories over the past fourteen years and look forward to making many more.

This year I am running for a seat on the Board at WHP and would like your vote. I believe my professional work and volunteer experience makes me an excellent candidate for any seat within the Board and I would work very hard for the owners at WHP.

I am a certified paralegal/executive legal secretary with more than twenty years of management experience and an excellent team player who is very organized and able to prioritize, perform multiple tasks and work independently. I am also a creative problem solver with the ability to resolve conflict and improve morale.

## **PROFESSIONAL WORK AND VOLUNTEER EXPERIENCE**

### **Certified Paralegal/Executive Legal Secretary**

I have worked in the legal field for over twenty years providing legal assistance to senior partners and associate attorneys in areas of law including personal injury, insurance defense, civil litigation, estate planning and probate, corporate and government contracts. I maintain and manage clients' files, transcribing, composing, proofreading, editing and filing complex pleadings, petitions, applications and correspondence to clients, witnesses, counsel and courts. I record and maintain billable hours and billing statements. I have managed and maintained bookkeeping including processing firm expense invoice payments and bank deposits, recording and maintaining employee payroll and benefits data. I coordinate and maintain attorneys' calendars, scheduling meetings, depositions, trial testimony and other appointments. I process and prioritize incoming and outgoing mail and work load, communicate daily (in person, over the phone and through written correspondence) with clients, witnesses (expert and otherwise), attorneys, judges and court personnel. I have also managed and maintained daily office operations and inventory.

### **Manager of Service/Retail Business**

Prior to transitioning to the legal field, I managed a service/retail business with a staff of approximately twenty-five. I interviewed, hired and trained employees, and terminated employment when necessary. I managed and maintained retail and operations inventory. Maintained work schedules and customer appointments. I also recorded and maintained employee payroll and bank deposits.

### **Planning Committee Chairman, American Cancer Society's Relay For Life**

The American Cancer Society and its Relay For Life is a charity/fund raising event that is very close to my heart. I have been participating since 1999 when I lost my brother to cancer – he was thirty years old and left three little girls with no daddy. As Chairman of the Planning Committee, I recruited and organized a leadership team and coordinated their services. I produced monthly newsletter for ongoing communication between leadership team members and other participants. I arranged and held monthly meeting/training sessions for team members. I also researched and contacted prospective corporate sponsors for the event.