



THE EXECUTIVE COMMITTEE, BOARD OF DIRECTORS AND
CONTINUING LEGAL EDUCATION COMMITTEE OF THE
CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. ("CFPA")

CORDIALLY INVITE YOU TO ATTEND:

CFPA's First Quarter General Membership Meeting and Seminar "How to Get a Start on Your Paralegal Career and Excel At It!"*

* CFPA is in the process of obtaining 2 hrs of general CLE credit for this seminar.

SPACE IS LIMITED; PRE-REGISTRATION IS APPRECIATED

Date: Saturday, March 13, 2010
TIME: Check-in begins at 9:30 A.M. SEMINAR BEGINS PROMPTLY AT 10 A.M. to NOON
Location: Keiser University, 5600 Lake Underhill Road, Orlando, FL 32807
FREE PARKING

S P E A K E R S:

- Nicole Goodman, Director of Student Services at Keiser University
- Pat McLeod, Office Administrator of Smith, Toole & Wiggins, P.L.
- Lori Parente, Senior Paralegal and Firm Administrator at the Law Office of Shannon Keith Turner, P.A.
- Mike Christian, President of Christian Business Services
- Nikki Rodeman, Litigation Paralegal and Office Administrator at Bodiford Law Group
- Tracey Lovette, CSP, President of NorthStar Legal, Inc.

T O P I C S:

- WHAT TO SAY DURING AN INTERVIEW AND WHAT NOT TO SAY!
- WHAT KIND OF QUESTIONS SHOULD YOU ASK DURING AN INTERVIEW?
- WHAT THINGS LEGAL ADMINISTRATORS LOOK FOR ON A RESUME AND WHAT THINGS NEED TO BE LEFT OFF.
- WHAT NOT TO WEAR! HOW YOU SHOULD DRESS FOR AN INTERVIEW.
- THE DOWN AND DIRTY OF KEEPING THAT PARALEGAL JOB!
- PERFORMANCE EVALUATIONS - THEY'RE NOT A BAD THING!
- GETTING OVER THE HURDLE OF LACKING LEGAL EXPERIENCE AFTER OBTAINING YOUR PARALEGAL DEGREE.
- IS THERE SUCH THING AS HAVING TOO MUCH EXPERIENCE?

Bagels will be provided by our sponsor, NorthStar Legal, Inc.

NAME FOR REGISTRATION AND CERTIFICATE OF ATTENDANCE:

(PLEASE SEND REGISTRATION FORM EVEN IF YOU ARE A MEMBER OR A NON-MEMBER PAYING BY PAYPAL)

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

CIRCLE ONE: CFPA MEMBER (FREE) or NON-MEMBER (\$20.00) or KEISER STUDENT (FREE WITH STUDENT VOUCHER)

CLA _____ **CP** _____ **ACP** _____ **FRP** _____ **FACP** _____ **OTHER** _____

SEMINAR FEE FOR MEMBERS: FREE (Please submit your registration form only)

SEMINAR FEE FOR NON-MEMBERS: \$20.00 PAY PAL is also available on the CFPA Website but you still need to submit your registration form. If paying by cash, EXACT CASH ONLY will be accepted.

Cancellation/Refund Policy: If you are unable to attend a seminar that you have pre-registered for and wish to receive a refund of your paid seminar fee, you must cancel your attendance within 2 business days prior to the event by emailing or calling the CLE Chair at the email address and/or phone number provided on the registration form.

Please make checks payable to CFPA, Inc. (or use PayPal on website: www.cfpainc.org)

Please mail payment and individual registration forms to: Nikki Rodeman, CFPA President • c/o Bodiford Law Group • 121 South Orange Avenue • Suite 1150 • Orlando, FL 32801 • Questions? Please email: President@cfpainc.org