

# Gerald L. Zarley, Jr. - ILAP

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## SUMMARY

Detailed-oriented Senior Substantive Paralegal/Legal Analyst who applies excellent organizational and writing skills in researching and drafting *amicus curiae* briefs, motions, legal articles and columns, case summaries, memorandums and other correspondence. Conducts all legal business professionally and with little guidance from attorneys and supervisors. Adept at collaborating with a diverse range of legal professionals, including associates, partners, and legal support staff.

## HIGHLIGHTS

- Illinois Accredited Paralegal (ILAP)
- Superb research and analytic skills
- Website organization and structure
- Constitutional Law
- Family Law
- Municipal Law

## EXPERIENCE

### 03/1999 to Current      Paralegal/Legal Analyst -- Illinois Municipal League

- Research, analyze, and write, *amicus curiae* briefs, case summaries and articles for publications, such as the Legal Bulletins, magazine articles, and the website.
- Design, implement, update, edit, and refresh content of the Legal section of the IML Website, and categorize legal content made available to IML members.
- Update the Annual Calendar for Municipal Officials.
- Assist, plan, and recruit for sponsored attorney seminars, conferences, and meetings.
- Handle queries -- e-mail or telephone -- from municipal attorneys, and from other municipal officials and employees at the direction of the General Counsel.

## EDUCATION

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| 2016 | Mediation Skills Training<br>Center for Conflict Resolution -- Chicago, Illinois                    |
| 2000 | Masters' Degree in Legal Studies<br>University of Illinois - Springfield -- Springfield, Illinois   |
| 1997 | Bachelors' Degree in Legal Studies<br>University of Illinois - Springfield -- Springfield, Illinois |
| 1994 | Associates in Arts<br>Black Hawk Community College - East Campus -- Kewanee, Illinois               |

## AFFILIATIONS

Illinois Paralegal Association  
Association for Conflict Resolution  
Robert Morris University Paralegal Program Advisory Board, Springfield Campus