



Have an
awesome
Summer!



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This year has been an unprecedented one for PANO. Thank you for your continued support and participation in our first totally on-line CLE venture!

Hopefully, we will see all of you again in September. In the meantime, have a safe & relaxing summer and don't work too hard!





Articles

[Wandering Mind?](#)
[How to Refocus](#)



[How to Set](#)
[Work Boundaries to](#)
[Avoid Burnout](#)



2021 NALA CONFERENCE @ HOME

22-24
JULY

REGISTER
TODAY!

11 CLE CREDITS
32 SESSIONS
3 DAYS

JOIN 1,000+ PEERS AT THE LARGEST PARALEGAL CONFERENCE



25 Summer Treats



Beach Songs: Summer Playlist

Job Opportunities

Probate Paralegal

Contract paralegal to prepare probate pleadings and help oversee several probate cases from open to close in the State of Ohio.

The right candidate should have strong written and verbal communication skills, outstanding organizational abilities, and above average analytical skills along with a strong work ethic. Candidates to be considered for these positions should have a minimum of 5-10 years of probate experience, be proficient in Excel and Word, and possess exceptional computer skills which are essential for this position.

Paralegal certification, advance certification, or college degree is preferred.

Knowledge of state specific filing/e-filing systems is required.

Send resume with cover letter to — Margo T. Valenti, CEO at info@lawsprt.com

Legal Assistant

An established law firm in Arrowhead Park, Maumee is seeking a full-time legal assistant to primarily work on estate planning, business/corporate, and real estate matters for several attorneys.

Candidate must be highly computer literate with excellent typing skills especially in Word. Competitive salary available.

Please send your resume with experience, qualifications, references, and salary requirements to: Barkan & Robon, Ltd. csmith@barkan-robon.com



Paralegal

Shumaker, Loop & Kendrick is seeking a paralegal in the firm's Wealth Strategies Service Line. This role will assist the various attorneys with client's estates and estate planning.

The ideal candidate is one who enjoys working on a team but is also comfortable working independently and under a very reasonable amount of pressure caused by time deadlines.

This position will prepare and maintain legal documents and administer multiple estates.

Bachelor's degree in an ABA approved Paralegal program with 2 years experience in trusts & estates law practice

Technological skills in Microsoft Word, Excel, PowerPoint, Adobe & tax programs

Superior research and organizational skills; excellent written & verbal communication skills, as well as analytical, problem solving and decision making skills.

To apply, visit: [Supporting Page \(micronapps.com\)](http://Supporting Page (micronapps.com))

Job Opportunities

Paralegal

The Law Firm of Shihab & Associates, Co., LPA - is seeking a paralegal to work for our rapidly growing immigration practice in downtown Columbus. The position involves assisting attorneys with the preparation of visa petitions and labor certification (PERM) cases, primarily for family and business-based immigration.

Duties include:

- drafting letters and documents
- managing client data and populating immigration forms
- participating in case management
- prepare exhibit books and packages for government filing
- researching legal issues
- overseeing and organizing case-related information & data

Must have excellent writing and proofreading skills, an advance proficiency in Microsoft Word, and excellent interpersonal skills necessary to communicate with clients and others within & outside the firm using tact, diplomacy, and discretion.

Candidate must also maintain a high level of confidentiality and have a developed set of organizational skills with a meticulous attention to detail.

Qualifications:

Bachelor's degree desired and bilingual skills are preferred

To apply— submit a cover letter, resume, unofficial transcript and writing sample to:

Ms. Miriam San Martin

Law Firm of Shihab & Associates, Co., LPA

65 East State Street, Suite 1550

Columbus, OH 43215

Starting a New Job?
7 Tips to Ensure Your
Success



Job Opportunities

Compliance Coordinator

Paramount in Maumee is seeking a Compliance Coordinator to be responsible for assuring assigned business units have efficiently operationalized regulatory requirements and will assist assigned business units in implementing changes to processes to assure continued compliance with federal and state regulations.

Accountabilities:

- Participate in Paramount Compliance Council
- Function as the day-to-day resource for compliance questions and concerns
- Attend department leadership meetings—maintain a standing agenda item of standardization as developed by the council
- Monthly analysis of Compliance Monitoring data & evaluate compliance with governmental and other regulations
- Initiate & direct internal and external investigations in response to reports of violations, queries, and complaints
- Facilitate corrective actions
- Prepare reports, charts, and other documentation to communicate compliance issues

Qualifications: Bachelor's degree in business administration, law, or related field with 3 years audit, legal, or compliance experience in a health care setting. LEAN and/or Six Sigma training preferred.

To apply, visit: <https://careers.promedica.org/job/maumee/compliance-coordinator-compliance/32442/6313750768>



WEBSITE: panonet.org

Password: NWparalegal2020



Sustaining Members

- ✧ **Anspach Law**
- ✧ **Boerger Investigative Services, LLC**
- ✧ **Brouse McDowell, LPA**
- ✧ **Eastman & Smith Ltd.**
- ✧ **Heban, Murphree & Lewandowski, LLC**
- ✧ **Hylant**
- ✧ **Marshall & Melhorn, LLC**
- ✧ **Shumaker Loop & Kendrick, LLP**
- ✧ **Stautzenberger College**
- ✧ **Weber & Sterling LLC**

2020-21 Board Members

POSITION	NAME & ADDRESS	CONTACT INFO
President	Angela Poole, Hylant 811 Madison Ave. — Toledo, OH 43604	Phone: 419-259-6067 Email: angela.poole@hylant.com
1st Vice President NALA Liaison	Laural Seewer, Anspach Meeks Ellenberger LLP 300 Madison, Suite 1600 — Toledo, OH 43604	Phone: 419-246-5757 Email: lseewer@anspachlaw.com
2nd Vice President TBA Liaison	Nikki Stegeman, Hylant 811 Madison Ave.— Toledo, OH 43604	Phone: 419-724-8793 Email: Nikki.stegeman@hylant.com
Secretary Scholarship	Shannon Rehberg, BGSU-Office General Counsel 303 McFall Center—Bowling Green, OH	Phone: 419-372-0467 Email: srehber@bgsu.edu
Asst. Secretary Membership	Amanda LaGrange, Owens Corning One Owens Corning Pkwy—Toledo, OH 43659	Phone: 419-248-7685 Email: Amanda.lagrange@owenscorning.com
Co-Treasurers	Janet Eschedor & Connie Gross, Weber & Sterling, LLC 1721 Indian Wood Circle — Maumee, OH 43537	Phone: 419-893-3360 Emails: jeschedor@ws-law.net & cgross@ws-law.net
Asst. Treasurer	Loretta Taylor, Brouse McDowell 300 Madison Ave. — Toledo, OH 43604	Phone: 419-931-6922 Email: ltaylor@brouse.com
Trustee at Large	Tresa Anderson, UT Student Legal Services 1610 Rocket Hall — Toledo, OH 43604	Phone: 419-530-7230 Email: Tlynncsb@yahoo.com
Trustee at Large	Lisa Finn, Spengler Nathanson PLL 900 Adams Street — Toledo, OH 43604	Phone: 419-252-6295 Email: lfinn@snlaw.com
Trustee at Large	Jacquie Goss, Spengler Nathanson PLL 900 Adams Street — Toledo, OH 43604	Phone: 419-252-6248 Email: jgoss@snlaw.com
Newsletter / Website / Social Media Job Bank Coordinator	Lisa Robison, Marathon Petroleum Company LP 539 S. Main Street — Findlay, OH 48450	Phone: 419-421-2541 Email: lirobison@mpcorp.com Email: PANOLucasCnty2020@gmail.com

SUNNYSIDE BEACH, PANAMA FLORIDA

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Maintain Your Health This Summer

Common Health Issues During Summer



Use proper sun screen with correct sun protection factor while going out in the sunlight to avoid damage and burns to the skin

To Avoid Dehydration



- Drink sufficient amount of water. Approx.: 3.5-4 liters/day.
- Don't drink excess of tea or coffee.
- Avoid aerated sugary soft drinks. Drink regular plain water or home made fresh fruit juices instead.
- Always carry a bottle of water while going out for work.
- Eat lots of fruits and vegetables having high water content, such as: Watermelon, strawberry, grapefruit, orange, pineapple, Cucumber, Broccoli, grapes, radish, etc.

To Avoid Heat Stroke/ Fatigue/exhaustion



- Avoid out door exertion under blazing sun (11am-4pm) as far as possible.
- Use cap, wide brimmed hat or an umbrella while going out.
- Exercise in well ventilated and cooler room/ surroundings. Avoid doing exercise or exertion at very high temperature.
- Wear light colored, loose clothes preferably made of cotton.

Wear sunglasses while going out in sun light to avoid damage to the eyes



To Avoid Food Borne Infections

- Always consume freshly cooked food and immediately keep the left over food in the refrigerator to avoid growth of the harmful microorganisms.
- Always eat whole fruits. If the fruits are cut or peels are removed eat them immediately to avoid growth of disease causing microbes in them.

SEE YOU IN SEPTEMBER!

