



# Melissa S. Funk

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## *Paralegal*

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## *Services and Industries*

- Commercial Litigation
- Construction Litigation
- Labor and Employment
- Healthcare Litigation
- Bankruptcy and Financial Restructuring
- Construction
- Healthcare

## *Education*

Berks Technical Institute, A.S., Legal Secretary/Paralegal Studies, 2000

Notary

Melissa S. Funk brings over 19 years of legal experience to Saxton & Stump. As a paralegal, she uses her extensive knowledge of preparing pleadings, responding to discovery, drafting and issuing subpoenas, reviewing and summarizing medical records, preparing medical record requests, expert retention, case management and research to support the firm's attorneys.

Initially, Melissa primarily provided assistance to the Healthcare Litigation group, but has expanded her focus to

Construction Law, Commercial Litigation, Labor and Employment and Bankruptcy and Financial Restructuring. Prior to joining the firm, Melissa was a legal assistant for a Lancaster-based firm that focused on civil litigation and employment law practices. She also has extensive experience in landlord-tenant and estate matters.

Melissa attended Berks Technical Institute where she received her associate degree in Paralegal Studies. While studying for her degree, she also worked with a solo practitioner in Berks County where she was introduced to several areas of law, including criminal, general litigation, divorce, custody, estates and real estate.

### ***Professional Affiliations***

- Pennsylvania Association of Notaries
- Cedar Hollow Homeowner's Association, Former Board Member