

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Appointment – Citizens Advisory Commission

**From:** Council Member J Davis – Ward 5

**Meeting Date:** November 2, 2015

**Public Hearing:** N/A

**Advertising Date /  
Advertised By:**

**Attachments:** Bio

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### **PURPOSE:**

To appoint Elizabeth Dennis to the Citizens Advisory Commission.

### **BACKGROUND:**

Council Member Jim Davis is recommending the appointment of Elizabeth Dennis to the Citizens Advisory Commission.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION / ACTION REQUESTED:**

Council is requested to confirm the appointment of Elizabeth Dennis to the Citizens Advisory Commission as Council Member Jim Davis' Ward 6 appointment. Appointment is effective immediately and will expire May 31, 2016.

## Application for Appointment to Boards and Commissions

Status: submitted

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### Profile

*All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.*

Elizabeth

First Name

Dennis

Last Name

e424dennis@yahoo.com

Email Address

206 Greenpoint Court

Street Address

Suite or Apt

High Point

City

NC

State

27265

Postal Code

Within High Point Corporate Limits

Please select your residency status.

Mobile: (336) 471-9884

Primary Phone

Home:

Alternate Phone

Worldwide Insurance Network, Inc

Employer

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### Which Boards would you like to apply for?

Citizens Advisory Council

5

Ward you reside in?

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### Interests & Experiences

Please tell us about yourself and why you want to serve.

**Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.**

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[ERD Resume 10-1-15.pdf](#)

Upload a Resume

**Have you participated in Leadership High Point?**

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☒ Yes ☐ No

**2015**

If yes, please list the year in which you participated  
in Leadership High Point:

**Female**

Gender

**Applications will be retained and active for a two-year period**

**Elizabeth R. Dennis**  
206 Greenpoint Court, High Point, NC 27265  
Phone: (336) 471-9884  
Email: [e424dennis@gmail.com](mailto:e424dennis@gmail.com)

OBJECTIVE: To provide exceptional legal, administrative and clerical expertise and support in the legal services profession.

EMPLOYMENT HISTORY:

**Corporate Paralegal**

**11/2010 - Present**

Employer: Worldwide Insurance Network, Inc. d/b/a Smart Choice®  
4121 Beechwood Drive, Greensboro, NC 27409  
Supervisor: James W. Miles, Jr., Executive Vice President / General Counsel

Draft, review and administer contracts such agency agreements, confidentiality agreements and licensing agreements with business partners, vendors, employees, and independent agents; manage litigation files by reviewing complaints, subpoenas, pleadings, and administrative notices, preparing responses to pleadings, assembling evidentiary documents, instituting litigation holds, and coordinating with outside counsel; monitor trademarks/intellectual property status and initiate infringement litigation where appropriate; conduct legal research of various contract, employment, and corporate issues in federal and multi-state jurisdictions to analyze and summarize potential risks and legal ramifications of business decision-making; draft, revise, and maintain corporate library of forms, contracts, and other legal documents for use company-wide; provide on-going legal and administrative support and assistance to Sales, Marketing and Accounting departments; monitor and ensure compliance with state, local and federal regulations for the financial services industry; research and prepare documentation for the formation and maintenance of corporate, partnership and LLC entities; prepare and track documentation for mergers, acquisitions, dissolutions, amendments and withdrawals.

Represented company at mediation in EEOC claim, and assisted with settlement of claim.

**Litigation Paralegal**

**04/2007 - 11/2010**

Employer: Lanier Law Group  
222 S. Swing Road, Suite 6, Greensboro, NC 27409  
Supervisor: Brian C. Tarr, Attorney

Conducted legal research and factual investigation; drafted correspondence to clients, opposing counsel, and court officials; prepared legal documents including complaints, motions/notices, answers, orders, pleadings, and legal memoranda; assembled discovery documents and drafted interrogatories, requests, and client responses; filed and served court documents to effectuate service of process; calendared and tracked statutes of limitations, filing deadlines, and deposition, mediation/arbitration, and trial dates; investigated counterclaims and prepared responses to pleadings; issued subpoenas for depositions and trial; located, interviewed, and prepared witnesses for deposition and trial; scheduled depositions and summarized deposition transcripts; assisted with settlement, mediation, arbitration and trial; assembled trial notebooks, jury instructions, and witness and exhibits lists; coordinated appeals.

Supervised litigation assistant and law school intern.

**Litigation Paralegal**

**01/2005 - 04/2007**

Employer: Lewis and Daggett, Attorneys at Law  
285 Executive Park Boulevard, Winston Salem, NC 27103  
Supervisor: Marc P. Madonia, Attorney

Conducted legal research and factual investigation; drafted routine and complex correspondence to clients, opposing counsel, and court officials; prepared legal documents including complaints, motions/notices, answers, orders, pleadings, and legal memoranda; assembled discovery documents and drafted interrogatories, requests, and client responses; filed and served court documents including summons to effectuate service of process; calendared and tracked statutes of limitations, filing deadlines, and deposition, mediation/arbitration, and trial dates; investigated counterclaims and prepared responses to pleadings; issued subpoenas for depositions and trial; located, interviewed, and prepared witnesses for deposition and trial; scheduled depositions and summarized deposition transcripts; assisted with settlement, mediation, arbitration and trial; assembled trial notebooks, jury instructions, and witness and exhibits lists; coordinated appeals. *Attended trials and assisted in jury selection, developing witness questions, and tracking exhibit submission.*

Developed and implemented automated litigation and trial preparation checklists using Needles Legal Case Management software.

**Workers Compensation Case Manager**

**01/2004 - 01/2005**

Employer: Crumley Roberts, Attorneys at Law  
1810 Westchester Drive, High Point, NC 27262  
Supervisor: Pam W. Foster, Attorney

Interviewed and screened clients; requested, organized and summarized medical records and bills; coordinated medical examinations; calendared and apprised attorney of hearing dates and case deadlines; communicated with insurance carrier and opposing counsel; prepared medical chronologies and medical expense itemizations; reviewed damage information to calculate present and future damages; created and maintained damage summaries; prepared and compiled discovery questions and responses; prepared motions and demand letters; prepared settlement proposals and statements.

**Marketing and Contracts Assistant**

**05/2002 - 01/2004**

Employer: Team Arleen REALTORS®/Builder Marketing Services, Inc.  
Piedmont Parkway, High Point, NC 27265  
Supervisor: Michelle Amador, Broker, Marketing Vice President

Provided administrative, clerical, and marketing support to the Vice President of the New Homes marketing division; processed contracts/offers to purchased submitted by on-site sales agents and delivered to builder/contractor for acceptance.

**EDUCATION:**

**University of North Carolina at Greensboro**

**May 2002**

Bachelor of Arts Degree, Political Science - Cum Laude  
Inductee, Pi Sigma Alpha, National Political Science Honor Society, Sigma Xi Chapter

**Forsyth Technical Community College**

**08/2010 - 06/2012**

Paralegal Technology coursework

**CERTIFICATIONS:**

NALA Certified Paralegal

January 2010 - Present

Notary Public

December 2007 - Present

**COMPUTER SKILLS:**

Lexis/Nexis, Microsoft Office (Word, Excel, Powerpoint), Outlook, Needles Legal Case Management, Salesforce (CRM), Sharefile, PC and Macintosh Operating Systems