

Maura Melcher, Esq.

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EDUCATION

NEW ENGLAND LAW | BOSTON, Boston, MA

Juris Doctor, May 2012 (Evening Division)

Class Rank: 2

GPA: 3.82/4.00

Honors: **President Anna E. Hirsch Award:** Awarded to One Person in Evening Division for Outstanding Service to the Institution, 2008-2012
Sandra Day O'Connor Merit Scholarship: Full Tuition Merit Scholarship, 2008-12
Trustees Academic Scholarship: Awarded to 1st in class for the 2010-11 Academic Year
New England Scholar: Awarded to Top 10% of Class, 2008-09, 2009-10, 2010-11, 2011-12
Dean's List: Academic Years: 2008-09, 2009-10, 2010-11, 2011-12
Academic Excellence Program: 2008-2009
New England Law Review: Associate, 2010-11; Comment & Note Editor, 2011-12
CALI Awards for Academic Excellence: Domestic Violence 2011; First Amendment: Law & Religion 2012; Animal Law 2012; Massachusetts Wills Estates & Trusts 2012

Activities: **New England Law Orientation 2009:** Student Representative and Speaker, Fall 2009

BOSTON COLLEGE, Chestnut Hill, MA

Bachelor of Arts, English, May 1994

GPA: 3.47/4.00

Honors: **Boston College Honors Program:** By invitation only to top 4% of incoming class, 1990-1994

CERTIFICATIONS & ASSOCIATIONS

Connecticut Bar, Member in Good Standing

Massachusetts Bar, Member in Good Standing

Limited Assistance Representation, Certified

Massachusetts Notary Public, My commission expires on February 28, 2019

Westlaw and Lexis, Training Programs & Certification

Boston Bar Association, Member

Massachusetts Bar Association, Member

LEGAL EXPERIENCE

KOSTAS & MELCHER LAW, LLC, Foxboro, MA

Partner, Estate Planning Private Practice, February 2016 -- Present

- Attorney at Law for Estate Planning clients: developing wills, trusts and other estate planning documents

MAURA MELCHER, ATTORNEY AT LAW, Foxboro, MA

Owner, Private Practice, January 2013 – February 2016

- Attorney at Law for Family Law clients, equal 75% of practice, representing clients in a variety of family law matters such as divorces, child custody disputes, alimony disputes, modifications, restraining orders
- 25% of Practice devoted to Estate Planning
- Responsible for hiring and training legal research staff, advertising, accounting, billing and all facets of running a small business

JUDE KOSTAS, ATTORNEY AT LAW, Dedham, MA

Contract Work/Consultant, October 2012 – March 2013

- Write motions and provide research for a variety of civil cases – estate planning, landlord/tenant and criminal. Assist in preparation for litigation. Determine procedural hurdles and provide plan for resolution.

PARAGON PROPERTIES, Boston, MA

Consultant, August 2012 - Present

- Legal: issue demand letters, pursue collections, file civil and criminal complaints, create non-compete agreements for independent contractors, contract and document review
- Management: restructure office to increase agent productivity and improve earning potential overall
- Human Resources: create and hire internal support staff, train each member to become problem-solvers

- Marketing/Advertising: create postal and email marketing campaigns, attract new buyers and groom current contacts

BONNER KIERNAN TREBACH & CROCIATA, Boston, MA

Legal Researcher, April 2011-May 2012

- Researched various legal issues: Insurance, Environmental Law, Healthcare, Torts etc. in Massachusetts and nationwide
- Drafted motions, memoranda and other legal documents

DAVIS BRUCE, ATTORNEY AT LAW, Dennis, MA

Legal Assistant, March 2011-April 2012

- Analyzed police reports to identify potential legal issues, prepared motions for trial, wrote briefs and memoranda, and performed research
- Assisted in criminal defense cases under SJC, Rule 3:03 Certification

LAW REVIEW, NEW ENGLAND LAW, Boston, MA

Associate Staff Member, Fall 2010–May 2012

- Wrote Case Comment and Note; performed research, fact checking, source verification and proofreading
- Mentored and edited junior associate's work, assisted in production of publication

BAR/BRI, Boston, MA

Student Account Representative, 2008-2012

- Encouraged student registration for bar review course and acted as class representative for the BAR/BRI program

MASSACHUSETTS SUPERIOR COURT, Dedham, MA / Brockton, MA

Honors Judicial Clerkship, Fall 2010

- Clerked for Justice Dortch-Okara in civil and criminal sessions
- Researched legal issues, drafted memoranda and court opinions, proofread decisions and performed cite checks

WORK EXPERIENCE

PAYETTE ASSOCIATES, Boston, MA

Executive Assistant, 2004-2010

- Acted as liaison between architects and clients, which included royalty, diplomats and corporate executives
- Edited contributions to national publications and textbooks

EGON ZEHNDER INTERNATIONAL, Boston, MA

Executive Assistant, 2003-2004

- Wrote confidential reports summarizing candidate's history and skills
- Provided administrative support with a primary emphasis on maintaining client's confidentiality

QUANTUM BOOKSTORE, Cambridge, MA

Book Sales Agent, 2002-2003

- Handled sales and the ordering and shipment of textbooks to MIT students, professors and mathematical enthusiasts

UPS CORPORATION / WRITENOW, Atlanta, GA

Senior Editor, 2000-2001

- Worked with a team of six to edit and check UPS' Rate & Service Guide for accuracy; 250,000 copies distributed internationally

AK PETERS PUBLISHING, Natick, MA

Senior Editor, 1999

- Worked directly with authors to ensure the timely publication of their manuscripts by editing text, converting layouts and keeping authors inspired and motivated to adhere to publisher's timeline

RYKODISC, Salem, MA

Production Assistant, 1997

- Wrote and prepared advertising copy for major music magazines worldwide
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PLYMOUTH ROCK ASSURANCE CORPORATION, Boston, MA

Administrative Assistant to Vice President of Marketing, 1995-1997

- Facilitated relations between insurance company and its local agents

Marketing Assistant, 1995 – 1996

- Provided administrative support to the Vice President of Marketing

VTP ASSOCIATES, Newton, MA

Office Manager, 1992-1994

- Researched real estate closings at the registry of deeds
- Worked with attorneys, ordered plot plans for mortgage applications and maintained office

INTERESTS

Accomplished piano player and percussionist; amateur photographer; enjoys fishing and sailing
