

## KIMBERLY A. LAFAVE

### EDUCATION

*George Mason University, Fairfax, Virginia*  
**B.A. Cum Laude, English** 1998  
Areas of Concentration: Linguistics and Rhetoric; Gender, Literature and Culture

### PROFESSIONAL CERTIFICATIONS

Family Mediation Professional Certification, *Northern Virginia Mediation Services (pending)* 2013  
Supreme Court of Virginia Certified GDC Mediator 2013  
Center for Legal Studies Paralegal Certificate, *George Mason University* 2012

### ALTERNATIVE DISPUTE RESOLUTION TRAINING

**Leadership for Diversity Institute & Controversial Issues Facilitator Training** 40 hours  
National Coalition Building Institute 1995  
**Conflict Resolution in Religious Institutions** 3 graduate credits  
Earlham School of Religion 2006  
**Collaborative Divorce Process** 1.5 hours  
Northern Virginia Mediation Services 2012  
**Mediation Skills and Process** 24 hours  
Northern Virginia Mediation Services 2012  
**Family Mediation Skills** 24 hours  
Northern Virginia Mediation Services 2012  
**Orientation to the Virginia Judicial System** 4 hours  
Northern Virginia Mediation Services 2012  
**Resolving Economic Issues in Divorce** 12 hours  
Northern Virginia Mediation Services 2012  
**Mitigating Compassion Fatigue for Mediators** 1.5 hours  
Northern Virginia Mediation Services 2013  
**Cultural Issues in Mediation** 8 hours  
Northern Virginia Mediation Services 2013  
**Cognitive Barriers to Conflict Resolution** 4 hours  
Northern Virginia Mediation Services 2013  
**Family Law & ADR Section CLE** 1.5 hours  
Fairfax Bar Association 2013  
**Facilitation & Group Consensus Building** 16 hours  
Northern Virginia Mediation Services 2013  
**Self-Determination in Mediation** 1.5 hours  
Northern Virginia Mediation Services 2013  
**Strength Deployment Inventory for Mediators** 8 hours  
Northern Virginia Mediation Services 2013  
**Family Law Seminar on Issues of Support** 6.5 hours  
Fairfax Bar Association 2013  
**Domestic Violence Assessment** 8 hours  
Northern Virginia Mediation Services 2013  
**Family Mediation Practicum** 8 hours  
Northern Virginia Mediation Services 2013  
**Giving Legal Advice vs Legal Information** 1.5 hours  
Northern Virginia Mediation Services

### RELATED TRAINING

**Early Childhood Development Training** 1991  
*Florida Institute of Montessori Studies, Indian Harbor, FL*  
**Private Investigator Training Course** 60 hours  
*Central Training Academy, Chantilly, VA* 2005  
**Paralegal Criminal & Civil Litigation NFPA CLE** 1.5 hours  
*Fairfax Bar Association Paralegal Section* 2012  
**Legal Research & Memorandums NFPA CLE** 2 hours  
*Fairfax Bar Association Paralegal Section* 2013

<b>Paralegal Model Code of Ethics NFPA CLE</b>	<b>1 hour</b>	
<i>National Federation of Paralegal Associations</i>		<b>2013</b>
<b>Paralegal Litigation NFPA CLE</b>	<b>1.5 hours</b>	
<i>Fairfax Bar Association Paralegal Section</i>		<b>2013</b>
<b>Digital Evidence NFPA CLE</b>	<b>1 hour</b>	
<i>National Federation of Paralegal Associations</i>		<b>2013</b>

**RELATED EXPERIENCE**

The Myerson Law Group  
**Family Law Paralegal / Mediator** **November 2011 – Present**

**Paralegal:** Conduct initial client interviews to obtain information for negotiation and pleadings; draft initial settlement agreements, pleadings, orders and subpoenas for attorney review. Gather, compile, index and analyze information provided by the client. Draft discovery documents for service on opposing party, as well as responses to discovery requests. Organize, index and summarize discovered materials. Attend Hearings to assist attorney with all aspects of hearing, including exhibits, witnesses and notes. Attend CLE classes and review legal periodicals for skill development and to keep track of changes in law and practice.

**Family Law Mediator:** Facilitate an informal and non-adversarial process with the objective of assisting disputing parties reach a mutually acceptable and voluntary agreement. Assist parties who maintain all decision-making authority in identifying issues, foster joint problem solving, and explore settlement alternatives. Draft Memorandums of Settlements. Attend CLE classes and keep track of changes in relevant laws and mediation practice.

Weiner & York, P.C.  
**Office Manager / Legal Assistant** **Feb. 2010– January 2012**

Managed the overall operations of the law office, including general ledger accounting, billing and collections, cash flow control, and other financial management functions. Drafted legal correspondence and documents for attorney review.

**PUBLICATIONS**

<i>Barking Up the Right Tree: The Value of Dogs in Law Offices</i>		
Article published in the Fairfax Bar Journal, December 2012/January 2013 Edition		<b>2012</b>
<i>Trailblazers and Hell Raisers: A History of Female Attorneys in Northern Virginia</i>		
Article published in the Fairfax Bar Journal, May/June 2013 Edition		<b>2013</b>

**MEMBERSHIPS**

<b>Fairfax Bar Association, Paralegal Section</b>	<b>2011 – Present</b>
Mentorship Program Administrator	<b>2013 – Present</b>
<b>Paralegal Association of Northern Virginia</b>	<b>2013 – Present</b>