

## Melody S. Schulz

### Profile

Melody Schulz is a registered paralegal in the Bose McKinney & Evans Environmental Law Group. Ms. Schulz assists attorneys with drafting and preparing correspondence, memoranda, pleadings, orders, status reports, summonses, subpoenas, discovery, exhibits, affidavits, spreadsheets, tables and graphs. She also helps with federal, state and municipal permit applications and interfaces with federal, state and municipal courts and agencies. In addition, Ms. Schulz assists with the management of trust documents, funds and monthly accounting, as well as performs research requests. She began working in the legal industry in 2001.

### Education

Registered Paralegal (2012)  
University of Indianapolis, B.A., 2010, *summa cum laude*  
Professional Careers Institute, Associates Degree in Paralegal Studies, 2003

### Honors / Awards

Alpha Sigma Lambda National Honor Society, May 2010  
Psi Chi National Honor Society Member, March 2009  
Certified Expert in Microsoft Office, April 2008  
Certified Expert in Microsoft Word, February 2008

### Appointments / Memberships

Indianapolis Bar Association  
Indiana Paralegal Association (Education Director, 2011-2012)



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