

Sarah E. (Bedell) Greene

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PROFESSIONAL SUMMARY

Paralegal / Legal Assistant with more than nineteen years of law firm experience supporting attorneys through discovery, pre-trial matters and trial preparation. Working knowledge includes Florida and Federal civil procedure, eminent domain, probate and trust matters, and bankruptcy procedure. Experienced with Microsoft Office, Adobe, Aderant Expert, Nuance, Elite, CLIO, iManage, CM/ECF, ProLaw, Worldox and document-management systems.

PROFESSIONAL EXPERIENCE

Legal Assistant / Paralegal | Johnson, Pope, Bokor, Ruppel & Burns, LLP • Aug 2025 – Present

Legal Assistant | Trenam Law, Tampa, Florida • Mar 2023 – Jul 2025

Paralegal | PersanteZuroweste, Clearwater, Florida • Mar 2020 – Mar 2023

Paralegal | Richard T. Heiden, P.A., Clearwater, Florida • Aug 2019 – Mar 2020

Paralegal | Macfarlane Ferguson & McMullen, Clearwater, Florida • Aug 2015 – Apr 2019

Legal Assistant | Anthony & Partners, LLC, Tampa, Florida • Apr 2013 – Aug 2015

Paralegal | Bryant Miller Olive, P.A., Tampa, Florida • Oct 2012 – Apr 2013

Legal Assistant / Legal Secretary / Paralegal | Tampa Bay law firms • Jan 2005 – Aug 2012

Quality Assurance Engineer | MapInfo Corporation, Troy, New York • Jan 1999 – Jun 2002

Experience includes eminent domain research, pleadings and discovery, Florida ePortal and CM/ECF filings, hearing and trial notebooks, deposition and mediation preparation, expert coordination, civil litigation, probate and trust litigation, guardianship, bankruptcy, real estate closings, deeds and titles, liens, calendaring and client-development support.

EDUCATION & CREDENTIALS

Florida Notary Public

Closing Real Estate Transactions – The Fund, October 2019

Associate of Arts in Criminal Justice, Schenectady County Community College • 3.6/4.0 • Dean's List