

Form Name:  
Submission Time:

Citizens Commission  
February 8, 2019 12:27 pm

Name	Deborah Perelli
Address	<div></div> <div></div>
Phone	<div></div>
Email	<div></div>
Citizenship Affirmation	I am a U.S. Citizen
Residency Affirmation	I am a resident of the Commonwealth of Massachusetts
Statement of Intent	I intend to comply with and advance the policy established by this Act.
Statement of Interest	I am employed at a law firm and I feel my legal skills would be helpful to the Commission. I am a Republican which should help on making the Commission politically diverse. I am very informed about current events and issues involving our political system. I support reform to campaign finance laws. I believe there is too much money being spent on political elections. I previously served on the Woburn Citizens Advisory Water Committee and served four years as an Inspector during the Elections in Woburn. I am very interested in being chosen to serve on this Commission and feel I have the knowledge and skills which would benefit this Commission. Thank you for your consideration. Deborah Lowney Perelli
Résumé or Summary of Qualifications Upload	<a href="https://s3.amazonaws.com/files.formstack.com/uploads/3282862/71887710/476360104/71887710_deborah_lowney_perelli_-_resume.pdf">https://s3.amazonaws.com/files.formstack.com/uploads/3282862/71887710/476360104/71887710_deborah_lowney_perelli_-_resume.pdf</a>
Political Party Affiliation, if any, over the previous five years	Republican
City or Town where you reside	WOBURN
Employment Status	Employed
Occupation	Legal Assistant
Employer	McElroy, Deutsch, Mulvaney & Carpenter, LLP

**DEBORAH LOWNEY PERELLI**



**EXPERIENCE:**

January, 2000  
to present

**McElroy, Deutsch, Mulvaney & Carpenter, LLP, Boston, MA**  
*formerly known as Pepe & Hazard LLP, Boston, MA*  
Legal Assistant

Draft and revise motions, memoranda, letters, subpoenas, and deposition notices; Assist with factual investigation, medical records review, document management, discovery responses and trial preparation; Prepare detailed, accurate, and timely monthly billing statements and expense reports; Handle documents with sensitivity and confidentiality; Responsible for the day-to-day operations of the Boston office.

January, 1986  
to January, 2000

**McCarthy, Magliozzi & Murray, Boston, MA**  
*formerly known as Law Office of Timothy J. McCarthy*  
Legal Assistant/Paralegal

Supervised the day-to-day operations of the Collection Department, which consisted of five employees and over 1500 collection files; Maintain company record retention system; Responsible for disbursements of client funds to several banks; Preparation of discovery, wage attachments and lien recording; Prepare monthly status reports for clients; Court appearances for all small claims actions; Responsible for investigating asset searches; Preparation of Notices of Default, organizing and preparing foreclosure packages.

April, 1984  
to January, 1986

**Law Office of Melvin Sarin, Boston, MA**  
Legal Secretary

Typed pleadings which included complaints and motions and filed same in various courts; Preparation for summons and attachments to Deputy Sheriffs for service; Responsible for case management of collection files; General office duties which included, Dictaphone transcription and answering phone inquiries.

June, 1980  
to April, 1984

**Boston Safe Deposit & Trust Company, Malden, MA**  
Senior MICR operator/CRT operator/Tape Librarian

Responsible for encoding and sorting checks; Packaged and distributed checks to the Federal Reserve Bank; Processed and proofed checks on encoding equipment; Managed and maintained computer tape library.

**EDUCATION:**

Bay State College (Associates Degree, Legal Studies) – 1978-1980  
Suffolk University (Criminal Justice Courses) 1981-1983  
Newbury College (Paralegal Certificate) – 1993

**MEMBERSHIPS:**

FBI Boston Citizens Academy Alumni Association  
InfraGard Boston Member Alliance  
Medical Reserve Corps of Massachusetts  
Massachusetts Paralegal Association  
National Federation of Paralegal Associations