

ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION
A Member of Legal Secretaries, Incorporated

ACLSA Membership Meeting



**Installation of Officers
&
LinkedIn: Your Career
Management Tool**

**Speaker: Janice Shepherd, Executive Legal Recruiter
Access Talent Solutions, LLC**

Janice Shepherd offers 15 years of recruiting experience in the legal field. After receiving her degree from the University of Florida, she spent several years as a Litigation Paralegal with an international law firm in New York before moving to San Francisco and into recruiting. Throughout her career, Janice has partnered with leading law firms and corporations to attract and hire top talent. She has also developed the expertise to assist candidates with targeting their job searches and ensuring that their resumes stand out. She is known by her clients to identify creative hiring solutions and by candidates for her thorough and honest approach.

She will cover how LinkedIn is being utilized and offer guidance as to how to develop your online career profile.

Date & Time

**Tues., April 2, 2019
6:00 p.m.**

Location

**Meyers Nave
555 12th Street, Suite 1500
Oakland, CA 94607**

Please join us for a Buffet Dinner

Coffee, tea, water, sodas included.

COST

\$25 per person

PLEASE NOTE: 24-hr cancellation required to avoid being charged for meals.

No-shows will be charged for their meal.
Please make checks payable to "ACLSA"

RESERVATIONS REQUIRED

Please submit your reservation to
Cyndee Saucedo as soon as possible,

RSVP Deadline: No later than
Friday, March 29th at

csaucedo@meyersnave.com
