

Marianne Regan  
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I have been consistently employed with the same law firm for 33 years. During that time, the firm has changed its name 5 times. I began in the San Diego office as a legal secretary and administrative assistant to a partner, moved into the records filing department, then was promoted to Human Resources and Assistant to the Payroll Manager. In 2014, my firm transferred me to our Boca Raton office where I went back to records filing in the E-filing department so I could be in Florida to take care of ageing parents.

March 2014 to present      **Robbins Geller Rudman & Dowd LLP, Boca Raton office.**  
E-records filing clerk. Accept and process E-filings  
Returned from court clerks; proofread; format for  
I-Manage program for firm-wide use. Because of my  
Previous experience in HR, I continue to do new-hire  
Orientations; collect and calculate weekly time records for  
Non-exempt employees.

April 2004 to 2014      **Robbins Geller Rudman & Dowd LLP (formerly Coughlin  
Stoia Geller Rudman & Robbins LLP) (previously  
Lerach Coughlin Stoia Geller Rudman & Robbins LLP;  
previously Milberg Weiss)**  
Position: Human Resources and Payroll  
Assistant. As the Human Resources Assistant,  
I am responsible for new hire orientation meetings,  
benefits information, tax documents, enrolling in 401K  
plan; keeping attendance calendars; introducing new  
new employees to other staff members. As  
Assistant to the Payroll Manager, I collect weekly  
timecards, calculate regular and overtime hours  
worked, write attendance reports for current payroll,  
generate bi-weekly ADP payroll, proofread payroll  
reports.

September 2000  
to April 2004      **Milberg Weiss Bershad Hynes & Lerach LLP.** Position:  
Records Filing Clerk. Duties: update court filings, index  
pleadings, print court documents from e-filings,  
update firm records, organize new case filings and create  
new case files; attention to spelling and detail.

Resume for Marianne Regan

March 1985 to  
September 2000

**Milberg Weiss Bershad Specthrie & Lerach.** Position: Legal Secretary and Administrative Assistant to Edward M. Gergosian, Partner. Duties: typed legal briefs and prepared documents for filing with the Court; attention to detail; organization of calendar and travel schedules, daily phone calls with Court clerks and other personnel.

Professional References:

Mary Anne Tang, Payroll Manager  
**Robbins Geller Rudman & Dowd LLP**  
655 West Broadway, Suite 1900  
San Diego, CA 92101  
619-231-1058

Freelance work as editor and proofreader for:

Bob Page, Publisher (bobpage@sdmetro.com)  
Manny Cruz, Editor (manny@sdmetro.com)  
*San Diego Metro Magazine*  
P.O. Box 3679  
Rancho Santa Fe, CA 92067  
Sandiegometro.com

Skills: Microsoft Word, Excel, PeopleTrak, ADP, I-Manage

Member: Actors' Equity Association (AEA), SAG-AFTRA



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## DIRECTING

1980:	Thomas Playhouse, Maine	Monday Night Cabaret
1984:	The Hampton Playhouse, NH	The Red Shoes
1984	The Hampton Playhouse, NH	Pinocchio
1987:	San Diego Junior Theater	Pinocchio
1987:	San Diego Junior Theater	Tom Sawyer
1988:	San Diego Junior Theater	Lil' Abner (Choreographer)
1988:	San Diego Junior Theater	Snow White (Lighting Design)

## STAGE WORK

Performed at the Mission Playhouse and North Coast Repertory Theater, San Diego, California; The Actors' Playhouse, New York City; Bucks County Playhouse, Pennsylvania; Hampton Playhouse, New Hampshire; and The Thomas Playhouse, Maine.

Eastern Standard (Ellen)	The Crucible (Mary Warren)
Godspell (Joanne)	West Side Story (Anybody's)
Oklahoma (Aunt Eller)	God's Favorite (Sarah)
The Mousetrap (Ms. Caswell)	You're A Good Man, Charlie Brown (Patti)
Brigadoon (Jeanne)	Hurlyburly (Donna)

## COMMERCIALS & INDUSTRIALS & TELEVISION:

Produced in San Diego, California and New York City, NY

Telefinder	Bill Bailey Communications
Wheel of Benefits	KPMG, Peat Marwick
Coor's Party Ball	Coor's Beer
Atlas Supply Co.	Atlas Supply Co. Inc.
IVAC	Frank Coiro Associates
Home Federal Bank	Richard Crawford Prod.
Aerojet General	Helicopter Video Prod.
MTV House Party	MTV Network
Dress Barn	Dress Barn, Inc.

Another World  
Texas  
Vanishing Son

Soap Opera          NBC  
Soap Opera          NBC  
Cable Series      San Diego

## **TRAINING**

American Academy of Dramatic Arts (NYC); The Actors' Playhouse and Michael Graves (Shurtleff Technique) (NYC); Jerri Garner Jazz Dance Studio (NYC); Stage Seven Dance Studios (San Diego); Keith Berger [Mime] (NYC); Weist-Barron Commercial Course (NYC).