

**Roxanne Grinage**  
**Legal Executive Assistant Project Manager**  
**Administrative Solutions Talk Radio Show Host Citizens Video Journalism**  
**Campaign Strategy Planning Presentation**  
**Community Development – “Education by Conversation”**

“The answer to missed educational opportunities; unaccountability horror stories; racism and hate based ideas festering into terrorism is the responsible development of entities that standardize access and standardize services.” – respectfully, Roxanne Grinage  
HireLyrics Practice Model Schematics 2003.



Roxanne Grinage  
HireLyrics Administrative Services  
U.S. Citizens Public Docket  
Grinage Family Private Investigation  
Rescue Ezekiel and Arriyel Brown  
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[www.HireLyrics.org](http://www.HireLyrics.org)  
[www.BlogTalkRadio.com/Born-To-Serve](http://www.BlogTalkRadio.com/Born-To-Serve)  
[www.FaceBook.com/Roxanne.Grinage](http://www.FaceBook.com/Roxanne.Grinage)  
[www.Twitter.com/HireLyrics](http://www.Twitter.com/HireLyrics)  
[www.YouTube.com/HireLyrics](http://www.YouTube.com/HireLyrics)  
[www.YouTube.com/WhatIsThereLeftToDo](http://www.YouTube.com/WhatIsThereLeftToDo)  
[www.YouTube.com/RoxanneGrinage](http://www.YouTube.com/RoxanneGrinage)

Pennsylvania and U.S. Department of Treasury registered Standard  
Access To Litigation Referral Mechanism

“Success is no longer a function of who you know or what you  
have...”

“Sharing learning results in Community Courage and Increased  
Quality of Life...HireLyrics Shares Our Leaning”

Support with all your might those Teachers who Cause The Learning,

WE ARE MORE ALIKE THAN WE ARE DIFFERENT!”

“Survive and Hold On Is A Business Rationale.”

“Don’t Lower Any Standard...Standardize The Access.”

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Hire Roxanne Grinage when Commitment Work Ethic Experience and Passion to make this world a better place are critical for your quality of life impacting litigation referral, proprietary research, evidence gathering, marketing, careers, brand recognition, community development, competitive administrative support solutions needs.

Roxanne Grinage’s Resume, Curriculum Vitae, Professional Achievements, Speaking and Teaching - Administrative Services Fees Schedules, Collaborative Employment Agreements; Consultant Contingency Contracts; Personal and Professional attributes can be downloaded at [www.HireLyrics.org](http://www.HireLyrics.org) or on Roxanne Grinage hosted HireLyrics is Born To Serve on Blog Talk Radio show page [www.BlogTalkRadio.com/Born-To-Serve](http://www.BlogTalkRadio.com/Born-To-Serve).

Roxanne Grinage considers all employment opportunities short or long term, project or permanent; whether you are a financially devastated working class student impoverished American Family victimized by Official Corruption Fraud Civil Rights Conflict of Interest Malpractice by and between Family Court with CPS funded State Agency DHS employee misconduct; or you are funding source decision maker, lawmaker or law firm, think tank team of executives in any industry, applying your qualifications to protect states’ and U.S. Constitutional Rights to the pursuit of happiness, intellectual and personal property, and the entrepreneurial spirit.

**Significant Professional Achievements of Roxanne Grinage.**

- Evolved 20+ years working as a secretary/administrative assistant document production specialist for executives and attorneys in several practice areas including commercial; insurance defense intellectual property; public finance; investment banking mergers and acquisitions; real estate, personal injury slip and fall auto accident, workers compensation, social security disability, EEOC, asbestos and tobacco class action defense, law enforcement defense, zoning public land patent and

township, employment litigation and human resources;

- 10+ years utilizing free and low cost host services of domain ownership, internet talk radio and citizens video journalism to provide standard access to consultant project or deadline sensitive legal executive assistant administrative services; evidence gathering and verification; research and discovery; file creation and records management; Pennsylvania State MWBE certified expert 2003 through 2007, employee development; career consulting; community development jobs creation and employment generating activities; image consulting; tax preparation and tax advisory services; evidence gathering depositions and expert witness testimony; documents, checklist, exhibits, pleadings and closing binders production;
- 10+ years. Enable fair entry into competitive processes of litigation, education, marketing, careers, label and stores to cause earnings, exposure and quality of life enhancing shared learning opportunities for a previously un-accommodated, seemingly unlimited, spanning every demographic, population of untapped claimants and holders of economy enriching careers contributions measured spanning every demographic within Working Class, Student and Impoverished American Families.
- 3+ years. Roxanne Grinage hosts HireLyrics Is Born To Serve on Blog Talk Radio where we meet every Sunday at 11:00 AM EST to share administrative solutions to market entering challenges for the previously un-measured un-accommodated Worldwide Population of Disadvantaged Creators.©

### **Administrative Tools Developed and Demonstrated by Roxanne Grinage.**

Pennsylvania and U.S. Department of Treasury registered litigation referral standard access mechanism Practice Model Schematics HireLyrics Administrative Services.

Pennsylvania registered standard reporting litigation referral en masse administrative solutions tool; U.S. Citizens (controlled) Public Docket Database.

HireLyrics Administrative Services is a litigation referral administrative services company that raises quality of life by providing standard access to those administrative services that when rendered contingently cause fair entry into competitive processes; exposure and earnings opportunities for the previously unseen, unmeasured un-accommodated Worldwide Population of Disadvantaged Creators©. What are Disadvantaged Creators Creating?...Work Product and Career Contributions, Families, Communities, Education, Technology, Entertainment, Engineering, Military and Defense, Health care Medicine and Science, Twelve Step Recovery, Life Experience and Mentorship, etc.

### **Demonstrated Skills Professional Attributes of Roxanne Grinage**

- Windows Operating Systems XP Vista 7  
Microsoft Office Word; PowerPoint; Excel; Outlook
- File Management Systems: iManage; ProLaw; ScanSoft; PC Docs; World Docs; Soft Solutions
- Digital and Tape Transcription; Schedule and Follow Up Discovery, Depositions, Order Records;
- Office Management - Project Management – Event and Scheduling Coordination;
- Standard Access Forms Design; Contingency Agreements; Collaborative Employment Agreements;
- Community Development “Education by Conversation” Campaigns;
- Federal Crime Victim Interviews and Citizens Video Journalism;
- Management of Verified Evidence Submissions To Law Enforcement;
- Promotional Language, DMCA Counterclaims, Disclaimers, Certified Service Distributions;
- Speaking and Teaching Standard Access Practice Model as an Administrative Solution for

- Economy Court and Education Reform;
- Training; Seminar; Workshop Facilitation; Event/Incident Documentation Talk Radio and Video;
  - Brand Recognition Custom Design and Promotional Language;
  - Document Production, Styles, Formatting, Drafts, Editing, Track Changes, Efile; Docket Searches;
  - Custom Design Tee Shirts Marketing and Promotional Items;
  - Nostalgia Collectible Limited Edition Dolls; Twelve Step Recovery Memorabilia.

### **Education and Professional Certifications**

Pennsylvania Department of General Services, Minority Women Business Enterprise Certified 2003-2007

PADGS Code 96159 Legal Services: Evidence Gathering, Depositions and Expert Witness Testimony;

PADGS Code 91885 Personnel Employment Consulting (Human Resources);

PADGS Code 95238 Employee Assistance Programs;

PADGS Code 95239 Employment Generating Activities;

PADGS Code 94682 Tax Services Including Tax Advisory Services;

PADGS Code 96225 Copywriting Services;

PADGS Code 95238 Employee Development Consulting;

PADGS Code 96220 Career Consulting;

PADGS Code 91725 Image Consulting;

2 years College Class of 1978, Bowdoin College, Brunswick ME, 04011. Won Debate Awards.

John Bowne High School Regents Diploma, 2nd Place New York State Debate Champions 1974.

**References and Work Product Examples Portfolio Available During Interviews.**

**Chronological List of Employers Form of Resume Available Upon Request.**