

# NormaJean Cupp

4824 Lake Bradford Lane, Virginia Beach, VA 23455 Cell: (540)-230-0838 E-mail: nj8892@gmail.com

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## EDUCATION

### Virginia Polytechnic Institute & State University

Blacksburg, Virginia

Bachelor of Arts in History, 1999

### Appalachian School of Law

Grundy, Virginia

Juris Doctorate, 2005

Mrs. Cupp is a self-motivated, professional possessing an exceptional blend of legal, business and real estate knowledge covering 25+ years' experience. Offering guidance, counseling and management with a legal background and understanding, she possesses real world, practical experiences, ideas and solutions that build client relationships and

bolsters corporate growth.

## EXECUTIVE EXPERIENCE & LEADERSHIP

**Mulberry Hill Development Group**, Edenton, North Carolina *Consultant*, November, 2016 – current

Consulting to improve day to day general management with specific emphasis on human resources, private and corporate appointments and business growth, Mrs. Cupp offers sound business and personnel principles and processes that increase effective work product.

**Berkshire Hathaway HomeServices Towne Realty**, Virginia Beach, Virginia *REALTOR*®, 10/15 – 8/16

Successful representation of buyers and sellers through strong contract negotiations and personal service. Mrs. Cupp earned Military Relocation Specialist, Seniors Real Estate Specialist, and Accredited Buyer Representative designations as well as being a member in good standing of the Hampton Roads REALTORS® Association, Virginia Association of REALTORS® and National Association of REALTORS®. She continued her professional and educational growth through active memberships in the Hampton Roads Women in Real Estate, Women's Council of Realtors, and REALTOR/Lawyer programs.

**Legal Resources of Virginia, Inc.**, Virginia Beach, Virginia *Director of Attorney Relations*, 10/12 – 3/15

Mrs. Cupp managed and maintained 65+ Plan Law Firms and 670+ Referral Law Firms. She visited Plan Law Firms annually and as needed for training and contract implementation issue resolution. It was her responsibility to recruit and train law firms for both the LR Plan and Referral networks as growth dictated. Serving as liaison between law firms and Plan Members, she worked closely with the Member Services Department, staffed by certified paralegals, which handled calls from members needing guidance, assistance, or referrals. Mrs. Cupp was co-lead on in-house implementation and management projects including Advice and Consultation Program and Client Seminar Series as well as corroborating with IT to design and implement internal databases for Plan Attorney Network and Referral Attorney Database. Grew Plan Law Firm network by 15% in 18-month period.

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**Child Care Consultant Services, Christiansburg, Virginia** *Director of Operations, October, 2011 – October, 2012*

Mrs. Cupp oversaw daily operations of three full-day child care centers and nine before and after school programs caring for over 1,100+ children while managing Site Directors, Center Directors, two Account Managers, Directors of Enrollment and Marketing, State Compliance Manager and Department of Social Services liaison. Mrs. Cupp reviewed weekly site reports, planning and leading bi-monthly Site Director meetings during the school year. She also organized bi-annual general staff meetings for 100+ employees. Mrs. Cupp worked with Center Directors to plan and manage the summer camp program that serviced over 200 children. Mrs. Cupp worked with State Licensing representatives to ensure compliance proactively and in response to regular site inspections. She was responsible for bi-monthly payroll and oversaw account payable and receivable. Mrs. Cupp set up and managed an in-house registration structure for vendor accounts, oversaw recruitment and hiring of out-sourced IT management for the company network. She met with school principals, in-house personnel and parents in response to inquiries; assessed, addressed and resolved needs and issues and communicated resolutions. Mrs. Cupp was a direct report to the CEO.

**Supreme Court of Virginia, Hampton, Virginia** *Magistrate, October, 2010 – September, 2011*

Mrs. Cupp utilized personal, responsible deliberation to conduct neutral, impartial hearings related to searches, arrests, temporary detentions and bail. She conducted legal research and analysis, and ascertained and applied facts to relevant legal principles. She was responsible for maintaining order and decorum in highly charged, sensitive circumstances.

**Southwest Virginia Legal Aid Society, Christiansburg, Virginia** *Foreclosure Counselor, 4/09 – 9/10*

Mrs. Cupp managed pre-foreclosure files under Federal Home Affordable Modification Program (HAMP). She was in direct contact with mortgage companies and servicers to negotiate modification agreements, Deeds in Lieu, and short sales, as well as internal modification options and had a 90% success rate. Mrs. Cupp maintained and reported Foreclosure Grant information for each case and assisted the Program's Managing Attorney, including drafting of pleadings for housing and landlord-tenant issues.

**Norma Jean Landis, Inc., Christiansburg, Virginia** *Self-employed, October, 2005 – April, 2009*

After graduating from law school, Mrs. Cupp began her own title company. The services included title abstracting for surface and mineral titles from patent forward for oil, gas and coal titles abstracted in Appalachian region of Kentucky, Pennsylvania, Virginia and West Virginia. She acted as Project Manager for specified regions in Virginia and West Virginia and utilized Greenbrier Deed Plotter program to include plats with oil and gas titles, coal titles and surface title chains.

## Honors

Member of the Southwest Virginia Legal Aid Society, AMP Program -- saving the homes of over 90% of her clients, growing the Legal Resources Plan Law Firm Network by 15%, and sitting as a Magistrate in Hampton, Virginia.

National Board of Directors, Graceway Ministries Gracechild USA since 2011