

## **COLLEEN CUSHNIE**

### **MACDONALD HOAGUE & BAYLESS**

Paralegal and Litigation Technology Support, 2019

- Oversee and manage legal technology software including training of attorneys and staff
- Collect client ESI and process using appropriate software
- Conduct first-line document review
- Communicate electronically and in-person with clients regarding ESI self-collections
- Meet and confer with attorneys and clients regarding cases and document types and formats to be provided

### **BRESKIN JOHNSON & TOWNSEND PLLC**

Paralegal and Litigation Technology Support, 2017-2019

- Oversee and manage legal technology software including training of attorneys and staff
- Provide litigation paralegal support to six attorneys in local and federal courts
- Control discovery productions, documents, and attorney review including drafting of requests and responses
- Analyze data and calculate monetary amounts for class action settlements and distributions
- Organized and facilitated a 20-person mock jury focus group
- Assist with e-filings using various court specific online systems including PACER
- Meet and confer with attorneys and clients regarding cases and document types and formats to be provided

### **THE BOEING COMPANY**

Paralegal, (Full-Time Contractor) 2016

- Conducted risk assessment based upon software contract
- Created a summary analysis of findings
- Presented the summary to the team for future negotiations with vendors
- Drafted training materials for purchase agents and managers
- Coordinated and communicated risk identifiers with attorneys and senior management

### **BONNEVILLE POWER ADMINISTRATION**

Paralegal, (Full-Time Contractor) 2014 – 2016

- Managed Freedom of Information Act (FOIA) and Privacy Act requests
- Redesigned and coded the FOIA external webpage for ease of use by the public
- Advised the Privacy Team with the creation of their SharePoint page
- Coordinated and consulted with various Federal agencies and BPA's General Counsel team regarding pending issues at hand
- Redacted the documents according to the Department of Justice guidelines
- Organized and managed electronic legal documents using Summation Pro

### **U.S. ATTORNEY'S OFFICE, NORTHERN DISTRICT OF CALIFORNIA**

Paralegal, (Full-Time Contractor) 2012 – 2013

- Coordinated with the AUSAs with research of case law, document productions, exhibit preparation and other litigation activities
- Utilized trial software and e-discovery platforms
- Conducted a detailed and confidential data analysis to produce a detailed metric in preparation of a declaration as it related to a FOIA request to the Department of Justice
- Interacted and worked with agents with the US Postal Inspectors, US Small Business Administration, and the Internal Revenue Service

## **BRYAN CAVE LLP**

Paralegal, Commercial Litigation Group, 2010 –2012

- Supported over 30 partners, associates and contract attorneys in defense of financial institutions
- Assisted in cases relating to intellectual property and labor & employment using the firm's Ringtail database program
- Drafted pleadings, demurrers, motions to strike, requests for judicial notice and stipulations, and other various litigation documents for California Superior Court, United States District Courts and United States Bankruptcy Courts.
- Processed the discovery requests which included requests for admissions, requests for production of documents, interrogatories as well as Bates number and redact documents for production
- Supervised legal assistants in various projects

## **KING & SPALDING, LLP**

Paralegal, Special Matters/Government Investigations, 2007 - 2010

- Aided the litigation support team with database and document management
- Directed document review attorneys
- Controlled voluminous hard-copy and electronic document intake, productions and preparation for opposing counsel review
- Researched high-confidence documents relating to investigations stemming from U.S. Government-issued subpoenas
- Assisted attorneys with on-site document collections, initial witness interviews regarding these collections, and document review assignments
- Organized and maintained multiple indexes of client documents and original materials
- Drafted interview summaries, transmittal letters, and internal memos
- Provided guidance with outside vendors for proposals and projects relating to electronic discovery and document processing & production
- Attended miscellaneous training and continuing-education seminars

## **Specialized Software Knowledge**

- Ipro Certified Administrator for Eclipse SE
- Eclipse SE, Summation Pro, Concordance, Relativity, Kroll, iConect, Ringtail
- CaseMap
- Magnet AXIOM
- HTML, CSS, JavaScript, Python, C#
- GitHub, Visual Studio Code, DigitalOcean,
- PhotoShop, Dreamweaver, Balsamiq

## **Education**

- Seattle University, Certificate – Web Development (August 2019 completion date)
- Emory University , Certificate – Paralegal
- San Francisco State University, BA French (Conversational Proficiency)

## **Volunteer Activities**

- Surfrider Foundation
  - Chapter Treasurer & Volunteer, Seattle, WA (2016 to present)
  - Chapter Secretary & Volunteer, Portland, OR (2015 to 2016)
- Seattle Aquarium, Interpretation Volunteer – Seattle, WA (2016 to 2018)
- Celebrity Personal Assistant, Rose City Comic Con – Portland, OR (2014, 2016 to present)
- Climb2Cure participant – Everest Base Camp, Nepal 2018