

Stephanie Hoffman

Location: Seattle, WA

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Experience

Operations Program Coordinator; Slalom; Seattle, WA February 2019 — Present

Pacific Northwest Regional Strategies, LLC; Mukilteo, WA – October 2014 — Present

Co-founded and assisted in the operation of startup lobbying firm | Supported local and state legislative actions to benefit client resulting in the expansion of client's business | Reviewed and analyzed current and proposed legislation to advance and maximum client interests | Constructed proposals, contracts and verbal testimony on behalf of our client | Assisted in the organization and management of client's campaign for city council

Practice Management Coordinator; Davis Wright Tremaine, LLP; Seattle, WA – June 2016 — February 2019

Provided operational support for Director of Practice Management, Practice Managers and Management Specialists on business proposals (RFPs), budget tracking, sponsorships, events and conferences | Perform research, composed documents, and acted as liaison between internal customers to support business development and client relations | Generated reports for attorneys and management using data retrieved from internal sources and Google Analytics | Coordinated with marketing team to develop, manage, and finalize marketing materials and related records | Maintained firm presence on external platforms

Legal Assistant; Davis Wright Tremaine, LLP; Seattle, WA – April 2015 — June 2016

Managed administrative tasks, scheduling, communications and reporting for multiple attorneys | Collected, stored, maintained and organized large volumes of client files | Prepared and organized closing documents for Real Estate closings

Legal Assistant; Weinstein & Riley, P.S.; Seattle, WA – October 2014 — April 2015

Managed, organized and updated customer files | Processed a high volume of data and legal pleadings; drafted, processed and filed documents in various courts statewide

Legal Assistant; Adams & Duncan, Inc., P.S.; Everett, WA – January 2011 — October 2014

Provided customer service and administrative support for the firm; interfaced with clients, managed calendars and filing, and other administrative tasks | Assisted attorney(s) with detailed organization and preparation for upcoming trials | Performed legal research, drafted memos, filed legal pleadings and contracts

Education

UW Professional & Continuing Education: UW Coding Boot Camp; Aug 2019 — Present
University of Washington – B.A. Business Administration; International Business & Marketing; 2012

Skills

Proficiency in Microsoft Office Suite, including Outlook, Word and Excel. Experience in HTML 5, CSS 3, JavaScript and jQuery. Knowledge of Node.js, API and AJAX calls. Strong attention to detail. Experience in balancing multiple, high-priority tasks autonomously and with a team. Exceptional organizational skills. Excellent written and verbal communication. Strong problem solving skills. Creative thinker. Strong analytical skills and data driven thinking with the ability to implement a strategic vision. Quick learner.