

JILL A. BOBZIEN
4400 SE 66th Avenue
Portland OR 97206
503-772-3104-Home/503-880-6099-Cell

OBJECTIVE

To obtain a position that will best utilize my skills as well as challenge them.

EXPERIENCE

Legal Assistant/Billing Clerk (August 1990 to Present)
STEVEN M. CYR, ATTORNEY AT LAW (Portland, Oregon)
Duties include all aspects necessary in the operation of a law firm including, but not limited to, word processing, transcription, preparing monthly client billing (Timeslips), accounts payable, answering phones, scheduling meetings, hearings, greeting and meeting with clients, drafting documents, legal research, etc.
Areas of Law: Estate planning, corporate, tax, business, probate, civil litigation.

Bank Teller (*March 1996 - August 1997)
NORTH CASCADES NATIONAL BANK (Omak, Washington)
Duties included greeting customers, taking in deposits, giving out cash, balancing the till, etc.

Proof Operator (February 1988 - April 1991)
U.S. BANK (Portland, Oregon)
Duties included processing bank transactions for the bank branches which required excellent ten-key skills, and balancing banking deposits, etc.

SKILLS

Proficient in WordPerfect, Microsoft Word, Timeslips, Outlook Express, Microsoft Outlook Calendaring, Quickbooks, CM/ECF, OJIN, all legal office equipment, drafting legal documents, including correspondence and pleadings, and legal research, etc.

EDUCATION

MT. HOOD COMMUNITY COLLEGE, Gresham, Oregon, Graduated in 1990 with an Associates Degree and Word Processing Certificate.

REFERENCES

See next page

REFERENCES

JON L. FOLKESTAD-Friend/Past Employer (Friend) (Since 1990)
3435 SW Vista Drive
Portland OR 97225
503-816-3865

ANDREW ("DREW") J. BOBZIEN (Ex-Husband)
BOBZIEN MCGUIRE
6500 SW Macadam Avenue
Suite 300
Portland OR 97239
503-961-2625

VESNA KARIN (Friend) (Known since App. 2003)
503-998-9445

*I moved to Omak, Washington briefly in the mid-1990s and when I returned, my prior employer offered me a position.