
OBJECTIVE

To work as a paralegal in a challenging and diverse law firm specializing in litigation.

QUALIFICATIONS

Dedicated and organized worker able to thrive in a variety of challenging settings.

- Excellent organizational and communication skills
- Equally effective working independently or in cooperation with others
- Strong analytical, writing, and research skills
- Expert in Microsoft Word, Excel, and PowerPoint

PARALEGAL EXPERIENCE

DLA PIPER LLP (New York, NY)

Feb. 2004 - July 2008

Paralegal

- Member of a large litigation team that served as lead counsel for a pharmaceutical company in a products liability suit. Managed, organized, and served over 4,000 discovery papers on plaintiffs' counsel and plaintiffs' liaison counsel. Maintained and updated these papers in DLA's electronic case room. Served as administrative coordinator for off-site, contract attorneys, and paralegals.
- Assisted attorneys in preparation for federal and state trials.
- Performed basic legal research and analysis on Lexis and Westlaw.
- Regularly organized, filed, and updated litigation materials.

ADDITIONAL EXPERIENCE

CURRENT TV (Los Angeles, CA)

Sep. 2009 - 2011

Associate Producer, Ad Sales/Branded Content

- Wrote and produced multiple in-house advertisements for the network.
- Developed and filmed short web series content for Ford and Samsung.
- Obtained and organized all legal clearances for each project: appearance, location, content releases, as well as any additional city permits needed for filming.

FEATURE-LENGTH FILM, *FORTUNE THEORY* (Los Angeles, CA)

Jan. - Feb. 2011

Art Director

- Managed Art Department crew of five or more while coordinating with six other departments during filming.
- Built and created multiple, large-scale sets.

ANIMAL PLANET'S "FINDING BIGFOOT" (Springfield/Eugene, OR)

Aug. 2012

Local Fixer Producer

- Worked closely with Advance Field Producer to secure and coordinate all locations, meals, and witnesses.
- Direct contact for all "Class A Witnesses" interviewed for episode.

EDUCATION

LEWIS AND CLARK COLLEGE, B.A. in English, June 2002

- Staff member of dramatic writing journal, (*Pause.*).
- Study abroad in Glasgow, Scotland.