

JOVANA ANDERSON

PHONE 503-887-9746 • E-MAIL JOVANA.ANDERSON@GMAIL.COM

Highly educated paralegal with over ten years of complex litigation experience, proven with dedication and passion for the law.

EDUCATION

Juris Doctorate – Attended from 2008 to 2010

Concord Law School - Los Angeles, California

24 credits/960 hours complete

Master of Science, Criminal Justice, 2008

Portland State University - Portland, Oregon

Bachelor of Arts, Criminology and Criminal Justice, 2005

Portland State University - Portland, Oregon

SKILLS

• Proficient with Microsoft Office Suite and WordPerfect • Tech savvy • Type 60+ WPM • Knowledge of Oregon, California and Washington court procedures • Experienced with Lexus and Westlaw legal research programs • Practiced in Federal Court procedure, including PACER and Electronic Filing Systems • Ability to work with several operating systems, including Windows, Mac OSX and Linux •

PROFESSIONAL EXPERIENCE

Faculty Legal Assistant, January 2012 – present

Lewis & Clark Law School - Portland, Oregon

- Provide support for eighteen faculty members;
- Support the legal writing department faculty with research projects and prepare findings for publication and presentation; review and edit law review articles and book chapters and submit to publishers;
- Research case law, law review articles, state and federal statutes, review and edit court opinions for course use; assist with preparation, proctoring and grading of exams;
- Manage the law school colloquium series, recruiting speakers of new research to present to the college faculty;
- Interview and hire students for teaching and research assistantships;
- Board member of the Community and Recreation for Employees (CARE) committee;
- Community Emergency Response Team (CERT) certified & emergency team leader.

Paralegal, July 2011 – August 2011 (temporary assignment)

Stephen M. Houze, Attorney - Portland, Oregon

- Assisted with trial and arbitration proceedings, including preparation of exhibit and witness lists, designation of deposition testimony, transcription of audio, and the collection, compilation and preparation of other client documents for discovery.

Volunteer, 2010-2011

Classroom Law Project - Portland, Oregon

- Volunteered as a guide for the Courthouse Experience Program, leading high school students through the county and federal courthouses, educating them on the history and differing procedures of the legal system; Assisted with fundraising.

Executive Paralegal, 2003- 2010 (contract work through 2011)

[Laid off due to lack of state funding]

Snedeker & Short - Portland, Oregon

- Assisted attorneys in representation of capital and non-capital criminal defendants on appeal, civil rights defense, and other extraordinary proceedings;
- Substantial familiarity with state and federal court rules and protocols;
- Maintained comprehensive case calendars, worked with court docketing personnel to ensure accuracy;
- Oversaw creation, indexing, and maintenance of complex case files;
- Collected, reviewed and catalogued all file and records, court pleadings, transcripts, documents, exhibits and evidence, while maintaining the integrity of original documents;
- Interviewed clients on death row as well as family and other witnesses and generated memos;
- Established and maintained relationships with clients and their families;
- Demonstrated good working relationships with investigators and related government agencies;
- Performed complex legal fact research and analysis;
- Retrieved and reviewed documents from clients and other parties;
- Prepared summary memoranda reflection work product;
- Proofread all legal documents and memoranda to identify and correct typographical and/or grammatical errors and checked all citations for accuracy as per the court requirements;
- Recorded billable time spent and tasks performed in accordance with firm policy and billing protocols; submitted bills to state supreme and federal district courts for payment;
- Managed and delegated office personnel, problem resolution and employee relations; prepared training and resource materials;
- Facilitated and mentored undergraduate and graduate student interns.

Intern, 2002-2003

Multnomah Department of Community Justice – Portland, Oregon

- Shadowed parole and probation officers who maintained medium and high-risk offenders;
- Created and administered a survey to offenders regarding the effectiveness of post-prison supervision and services and presented findings and suggestions to department management.

Senior Customer Service Representative, 2001- 2008

Bank of America – Portland, Oregon

- Cross trained teller staff on relationship building and client maintenance;
- Educated clients on products and services that would benefit their unique situations;
- Credit card specialist; new account development; scheduled teller staff.

SPECIALIZED EDUCATION

Mitigation Seminar – 2011

Development of Mitigating Evidence

Metro. Pub. Defender; Oregon Capital Resource Center

Capital Case Defense Seminar – 2009

Trial Advocacy; Writ, Appeals, Ancillary

California Attorneys for Criminal Justice

Capital Post-Conviction Seminar – 2011

Federal Public Defender; Oregon Capital Resource Center

Capital Case Defense Seminar – 2009

Trial Advocacy; Writ, Appeals, Legal Ethics

California Attorneys for Criminal Justice

Capital Case Defense Seminar – 2011

Mitigation, Mental Health/Juror Issues

California Attorneys for Criminal Justice

National Assn. of Social Workers – 2009

Clinical and Forensic Issues in Child Abuse

Oregon Play Therapy Association

Crisis Management Training – 2010

Terrorism: Radicalization Process

Federal Bureau of Investigation

Innocence Network Conference– 2008

Litigation Regarding Wrongful Conviction

Northern California Innocence Project

International Forensics Experts - 2010

Understanding Forensics

Oregon Criminal Defense Lawyers Assn.

Capital Case Defense Seminar – 2008

California Attorneys for Criminal Justice

Capital Case Defense Seminar – 2010

Evidence, Legal Ethics, Appeals and Writs

California Attorneys for Criminal Justice

Habeas Assistance Training - 2008

Habeas Corpus Resource Center

Appellate Conf. and Training – 2008

Newly Appointed Counsel Training

California Appellate Project

PROFESSIONAL REFERENCES

Doreen Corwin	503-768-6852	Cloud Chavez, Investigator	510-486-0754
Lisa Short, Esq.	503-413-9675	Irene Zupko, Investigator	559-304-8739
Michael Snedeker, Esq.	503-866-4088		