

# JOVANA ANDERSON

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## PROFESSIONAL EXPERIENCE

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### **Paralegal**, July 2011 - present

*Stephen M. Houze, Attorney – Portland, Oregon*

- Assist with collection, compilation and preparation of client documents for discovery;
- Prepare and assist with trial preparation and judicial settlement conferences.

### **Mitigation Paralegal**, 2010 - present

*Capital Defense Services – Portland, Oregon*

- Providing independent paralegal services for criminal defense litigation.

### **Executive Paralegal**, 2004- 2010

*Snedeker, Smith & Short - Portland, Oregon*

- Assisted attorneys who represent capital and non-capital criminal defendants on appeal, civil rights suits and other extraordinary proceedings;
- Coordinated multifaceted office functions including management of court calendars, records and exhibit databases, travel arrangements and case conferences;
- Collected, reviewed and catalogued all records, court pleadings, transcripts, documents, exhibits and evidence, while maintaining the integrity of original documents;
- Conducted interviews with clients on death row and generated memos;
- Established and maintained relationships with clients and their families;
- Demonstrated good working relationships with investigators and related government agencies;
- Substantial familiarity with state supreme and district court rules and protocols;
- Assisted attorneys in developing defense theories and case strategy;
- Prepared legal fact research and analysis memoranda;
- Review and edit for form, all pleadings, briefs and other legal documents;
- Managed and delegated office personnel, problem resolution and the majority of employee relations; prepared training and resource materials; facilitated and mentored undergraduate and graduate student interns;
- Experienced with all Microsoft Office products, WordPerfect, Lexis/Nexus, Westlaw, PACER, as well as court docketing and electronic filing systems.

### **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;
- Presented findings and suggestions to department management.

## EDUCATIONAL BACKGROUND

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**Juris Doctorate** – Attended from 2008 to 2010.

*Concord Law School – Los Angeles, California*

24 credits completed/960 hours; intend on returning at a later date and completing degree.

**Master of Science**, Criminal Justice, 2008

*Portland State University – Portland, Oregon*

Thesis: Decoding the Livesay Letters: Prosecutorial Discretion in Death-Eligible Cases

**Bachelor of Arts**, Criminology and Criminal Justice, 2005

*Portland State University - Portland, Oregon*

Areas of Concentration: Psychology, Death Penalty, Restorative Justice

## SPECIALIZED EDUCATION

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Mitigation Seminar – 2011

Development of mitigating evidence

*Metropolitan Public Defender and the Oregon Capital Resource Center*

Capital Case Defense Seminar – 2009

Trial Advocacy; Writ, Appeals and Ancillary Proceedings; Legal Ethics

*California Attorneys for Criminal Justice*

Capital Post-Conviction Seminar – 2011

*Federal Public Defender and the Oregon Capital Resource Center*

Capital Case Defense Seminar – 2009

Trial Advocacy; Writ, Appeals and Ancillary Proceedings; 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- Islam and the Radicalization Process

*Federal Bureau of Investigation*

Innocence Network Conference– 2008

Policy and Litigation Issues Regarding Wrongful Conviction

*Northern California Innocence Project*

International Forensics Experts - 2010

Understanding the Forensics

*Oregon Criminal Defense Lawyers Assn.*

Capital Case Defense Seminar – 2008

*California Attorneys for Criminal Justice*

Habeas Assistance Training - 2008

*Habeas Corpus Resource Center*

Capital Case Defense Seminar – 2010

Evidence, Legal Ethics, Elimination of Bias, Appeals and Writs

*California Attorneys for Criminal Justice*

Appellate Conf. and Training – 2008

Newly Appointed Counsel Training

*California Appellate Project*

Capital Case Defense Seminar – 2007

*California Attorneys for Criminal Justice*

## PROFESSIONAL AFFILIATIONS

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Oregon Capital Resource Center  
Oregon Capital Defense Lawyers  
Association  
Oregonians for Alternatives to the  
Death Penalty  
California Appellate Project  
Habeas Corpus Resource Center

California Attorneys for Criminal Justice  
California Prison Focus  
Oregon Women Lawyers Association  
Death Penalty Focus  
Amnesty International  
Classroom Law Project

## REFERENCES

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Lisa Short, esq.                      503-413-9675  
Michael Snedeker, esq.            503-866-4088

Irene Zupko, Investigator        559-304-8739  
Cloud Chavez, Investigator      510-486-0754