

Rebecca Hittleman

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Objective

An entry-level paralegal or law office assistant position at a medium-sized law firm.

Education

Associate of Applied Science Degree, Paralegal
Portland Community College

Expected Nov. 2013

- Major: Paralegal
- Related course work: Litigation, E-discovery, Intellectual Property, Family Law, Bankruptcy Law, Employment Law, Ethics, Contract and Consumer Law, Legal Research- Computer and Law Library Research, Legal Software, Law office Management, Technique of Interview, Elder Law, Probate Practice, and Estate Planning
- Additional course work: Microsoft Word/Excel/Access, Filing and Records Management, Psychology, Sociology, and Anthropology.

Experience

Server/Bartender

Sept. 2011 - Jan. 2012

The University Club

- An up-scale private club forum for the dining, business, and social needs of fee-paying members and their guests exclusively.
- My service exceeded the high expectations of specific V.I.P clients which included the very detailed and attentive execution for providing gourmet, immaculately timed, multi-coursed meals.

Server/Bartender

Dec. 2009 - Jan. 2010

Accanto/Genoa

- Upscale Italian restaurant and bar attached to Genoa Restaurant serving brunch, lunch, and dinner. My service here was professional and enthusiastic while utilizing my knowledge of food, wine, and spirits with focus on local/seasonal and the different regions of Italy.
- Organized, self motivated, and genuine enthusiasm for interacting with the public

Server/Bartender

Sept. 2009 - Sept. 2010

The Governor Hotel

- Offers full service catering for on-site elegant ballroom events, various meetings, gatherings, and parties.
- Major emphasis on team-work and following detailed instructions in this style of service, where strong time-management, observation, and organization skills were an absolute necessity for success.

Sever/Bartender

Mar. 2007 - Aug. 2009

The Hawthorne Hideaway

- A respected neighborhood bar with full food menu, and locally reputable cocktails made with fresh-squeezed juice to order. As the primary closing bartender, I helped draw and maintain a lucrative customer base, and was responsible for making quick decisions about unforeseen situations.
- Able to maintain a high level of efficiency in a fast paced, high pressure environment.