

Marlin Reiber
4711 NE 30th Ave.
Portland, Oregon 97211
Home Phone: (503) 281-9110
Cell: 971-235-5730
Email; mreiber@spiritone.com

Education

BA, Political Science, Salem State college, Salem, MA (1988)

MFA Creative Writing, University of Arizona, Tucson, AZ (1993)

Paralegal Certificate, Portland Community College, Portland, Oregon (June 2005)

Professional Experience

Stoll Berne, LLC June 2005 – Present

Paralegal/Project Assistant

Assist with document production and trial prep

Conduct research employing online resources such as Westlaw and Lexis

Draft correspondence with clients and co counsel

Tree of Life 2001-2003

Pass through Specialist in Accounting Dept.

Prepare monthly pass-through reports

Assist in various accounting projects

SoonerCare 1997-2000

Call Center

Enrolled eligible clients in state of Oklahoma's health care program

Advised eligible SoonerCare members on the rules of SoonerCare

Advised SoonerCare members regarding Doctor selection and availability