

## SUMMARY

Dependable contracts coordinator and paralegal with over nine years of combined experience in active contracts administration (including HIPAA requirements for contracting); case management for complex contractual matters as well as litigation & bankruptcy support (creditors' rights). Experienced in managing multiple internal clients & vendors and skills include:

- Docketing/Calendar
- Drafting & Responding to Correspondence
- Client and Opposing Counsel Interaction
- Document Retrieval
- File Maintenance
- Workflow Management
- Legal Writing (e.g. Memos, Summaries & Pleadings)
- Discovery (Witness Interviews, RFP's/RFA's)
- Office Support Tasks
- Legal Research
- Office Systems Infrastructure
- Practice Management Support

## PROFESSIONAL EXPERIENCE

### EMPLOYMENT – LEGAL:

**12/10 – 1/12                      Paralegal                      Bell Law Firm, P.C.                      Wilsonville, OR**  
BLF-PC's practice includes, but is not limited to, the following jurisdictions: *OR/WA Circuit Courts, OR/WA Courts of Appeal, OR/WA Supreme Court, US Federal District Court Oregon, US 9<sup>th</sup> Circuit Court of Appeal and US Supreme Court, etc.*

- Draft & Process Correspondence, Complaints, Summonses, Briefs, Points/Memorandums, Affidavits, Pleadings, Interrogatories, Requests for Production/Admissions & Responses.
- Discovery, Evidence Preparation & Legal Research (Westlaw).
- Maintain Corporate Filings & Binders for Corporate clients and Limited Liability Companies
- Process all incoming mail and pleadings & docketed all pending matters.
- Marketing of Law Firm
- Oversee systems upgrades for all infrastructure needs
- Produce RFQ's & RFP's for business support vendors & review/summarize submitted responses

**11/07 – 11/10                      Contract Coordinator                      Providence Health & Services                      Tigard, OR**  
Contract Coordinator duties included:

- Customer service
- Communications with internal clients, vendors and their legal teams
- Contract administration, review, negotiation & closure
- Drafting & processing correspondence, agreements, amendments, supplements, contracts, status reports, & memorandums
- Legal research (Westlaw)
- File maintenance
- Document coding; and database management

Required skills include the ability to multi-task; work in both a team and solo environment; word processing; office technology skills; proof reading; and advanced reasoning and judgment skills. Position originally started as an Independent Paralegal Contractor.

**02/05 – 11/07                      Paralegal                      Oregonians In Action Legal Center                      Tigard, OR**  
OIALC's practice included, but was not limited to, the following jurisdictions: *OR/WA Circuit Courts, OR/WA Courts of Appeal, OR/WA Supreme Court, LUBA, CRGC, California Superior Court (San Francisco) and California First Appellate District, US Fed. Dist. Court, US 9<sup>th</sup> Circuit Court of Appeal and US Supreme Court, etc.*

- Drafted & Processed Correspondence, Briefs, Points/Memorandums, Affidavits, Pleadings, Interrogatories, Public Records Requests, Requests for Production & Responses.
- Discovery, Evidence Preparation & Legal Research (Westlaw & Lexis).

- Maintained Corporate Filings & Binders for Non-Profit Entities
- Implemented New Filing & Docketing System (Both “hard copy” & in Microsoft Outlook)
- Processed all incoming mail and pleadings & docketed all pending matters.
- Web Design & Updates
- Maintained Legal Library & all subscriptions

**09/04 – 02/05                      Legal Assistant (Contract)                      Providence Health SIS                      Tigard, OR**

- Contract Administration, Review, Negotiation & Closure.
- Drafted & Processed Correspondence, Agreements, Amendments, Supplements, Contracts, Status Reports, Points of Authority & Memorandums, etc.
- Research (Westlaw); File Maintenance; Document Coding; & Database Management.
- Created Procedures “Manual” & streamlined workflow.

**05/01 – 08/02                      Trademark Records Clerk                      Heller Ehrman                      Menlo Park, CA**

- Oversaw TM Records & delegated tasks to other records clerks to meet departmental needs.
- Docketed (Backup) USPTO & Foreign Filing requirements.
- Prepared Weekly Docket Reports for Attorneys & Paralegals.
- Processed incoming mail/faxes daily & prepared daily mail log.
- Created & Managed U.S. & Foreign Application Trademark Files.
- Processed file requests for records on & offsite.

**11/95 – 05/97                      Director Patent Operations                      Alan R. Loudermilk & Associates                      Cupertino, CA**

- Maintained U.S., Patent Cooperation Treaty & Foreign Filing Dockets.
- Processed all pending Maintenance Fees.
- Prepared & filed basic US & Foreign filing patent documents & correspondence.
- Briefed 500+ patents, prior art filings, etc. for both patent prosecution & litigation.

**EDUCATION & LICENSES:**

Institute for Paralegal Education Certificate (June 1999) - Santa Clara University, School of Law  
 Oregon Notary Public (Expires March 3, 2013)  
 Crucial Conversations Seminar (Providence Health & Services 2010)

**SKILLS:**

MS Office Suite (incl. Docketing in Outlook) and Legal Research in Westlaw