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Laura Pride

Skill Summary

Over 24 years legal secretarial/paralegal experience in the areas of litigation, insurance defense, personal injury, business, corporation, family law, estate planning, criminal defense and juvenile matters

Office managerial duties for 10 years

Experience

Andersen & Nyburg, Portland, Oregon (2009-present)

Paralegal

Insurance defense firm (in house counsel for Liberty Mutual)

Extensive typing, filing, drafting general and complex litigation pleadings, discovery review and summation, full trial preparation

Beery, Elsner & Hammond, Portland, Oregon (2008-2009)

Legal Secretary

City Attorney Firm for several large cities in the metropolitan area

Extensive typing, filing, drafting general and complex documents, overall office organization

Des Connall, PC, Portland, Oregon (1997 – 2008)

Office Manager/Paralegal/Secretary

Criminal defense and family law practice

Managed office, accounts payable/receivable

Extensive typing, docketing, client contact, drafting complex documents, full case management, trial preparation and organization

James B. Bartlett, Eureka, California (1994-1997)

Legal Assistant

Family law, juvenile, estate planning, business and corporate law practice

Extensive typing, filing, supervising support staff, extensive client contact overall office organization

Van Camp & Johnson, Sacramento, California (1987-1990)

Legal Assistant

Insurance defense and intellectual properties

Extensive typing, filing, drafting general litigation pleadings

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Hiroshima, Jacobs & Roth, Sacramento, California (1986-1987)

Legal Assistant/Paralegal

Personal injury practice

Drafting general pleadings, assisting clients with discovery,
medical records review and summation, deposition transcript
indexing and summation, full trial preparation

Mackenroth, Seley & Anwyl, Sacramento, California (1984-1986)

Legal Assistant

Insurance defense firm

Drafting general pleadings, extensive typing, filing