

Julie R. Smith

12180 SW Calico Court, Apt A
Beaverton, OR 97008
971-207-1987

WORK EXPERIENCE:

Responsibilities

Self-Employed; Daycare Provider
October, 2008 – Present

Researched daycare business and started my own daycare. Successfully ran my business for four years, providing quality care to families with babies and very small children. Attended state required classes to become registered with the state, including being enrolled with the Child Care Division's Criminal History Registry, attending Family Child Care Overview Class, obtaining a current Food Handler's card, obtaining a current CPR/First Aid card, and obtaining a child abuse and neglect training certificate. Placed ads, interviewed prospective parents, and offered great customer service throughout the time their children attended the daycare.

Prange Law Group, LLC
111 SW 5th Avenue, Suite 2120
Portland, OR 97204
(503) 595-8199
February, 2007 – March, 2008

Welcomed clients, vendors and other counsel by greeting them, in person or on the telephone, answering or directing inquiries; received, sorted, filed and disseminated incoming and outgoing mail and legal documents; drafted correspondence, memos, and other documents for final review by others; inputted information into spreadsheets as needed; accomplished other clerical results as necessary; maintained appointment calendar and schedule for attorneys by planning and scheduling meetings, conferences, court dates, and travel as required. Insurance defense law firm working for two to four associates. Insurance defense and complex environmental litigation in Washington and Oregon state courts, e-filing in Washington and Oregon federal courts.

Schulte Anderson Downes Aronson
& Bittner P.C.
811 SW Naito Parkway, Suite 500
Portland, OR 97204
(503) 223-4131
June, 2006 – February, 2007

Relieved the receptionist for breaks and lunches including answering the phones, greeting clients, vendors and other counsel by answering their inquiries; assisted clients or others on the telephone, through email, or other means to schedule, plan, and coordinate events and meetings onsite and offsite; received and sorted incoming and outgoing mail; drafted correspondence, memos, and other documents for final review by others; maintained appointment schedule for attorneys by planning and scheduling meetings, conferences and travel as required. Insurance defense litigation in Oregon state courts including complex litigation in construction defect cases, some appellate cases.

Law Office of Charles Robinowitz
1211 SW 5th, Suite 2323
Portland, OR 97204
(503) 226-1464

Answered phones, directed (or redirected) calls; greeted clients, vendors and other counsel directing them to the appropriate departments; maintained the attorney's schedule by setting up meetings, travel, client meals, and other

October, 2005 – June, 2006

appointments and docketing events; provided legal assistant/paralegal support to sole practitioner specializing in plaintiff longshore, workers' compensation and personal injury matters. Heavy litigation practice in all Department of Labor, appellate, federal and state courts in Oregon and Washington including drafting, finalizing and filing pleadings, drafting correspondence, scheduling and docketing events for attorney, and communication with courts, arbitrators, opposing counsel and clients. Office Manager duties included managing the office, interviewing prospective employees, overseeing and training employees, ran banking errands, provided accounts receivable/payable assistance and maintained good relations with creditors, and light payroll/year end bookkeeping.

Freelancing Assignments
June, 2003 – September, 2005

Provided receptionist, secretarial and administrative assistant support at various businesses in Beaverton, Lake Oswego and downtown areas. Receptionist duties included welcoming department guests and customers by greeting them, in person or on the telephone; answering or directing inquiries using multi-line equipment and paging systems; maintaining and stocking the supply rooms; and ordering office supplies as needed. Clerical duties included drafting correspondence, memoranda and other documents as needed; receiving, sorting, filing and disseminating incoming and outgoing mail and other documents; general office duties such as emailing, scanning, copying, printing, and filing. Administrative assistant duties included maintaining individual calendars and scheduling meeting events, arranging for refreshments and meals for meetings, making travel arrangements as needed.

SKILLS:

90 WPM; Wordperfect 11; MS Word 10.0; Microsoft Office XP; Outlook, Excel, Timeslips; TimeMatters v8.0; Olympus Dictation Software; Adobe Acrobat; HotDocs, Quicken, Quickbooks, Lexis/Nexis, Westlaw.

Excellent proofing, grammar, punctuation and spelling skills.

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