

**ADMIN ASSISTANT   EXEC ASSISTANT   OFFICE MANAGEMENT   PARALEGAL   ACCOUNTING**

**PROFILE**

Composed, ethical, flexible, tech-savvy, and resilient professional Paralegal, with over fourteen years experience, seeking a position to optimize my technological, database and personnel skills within a team environment.

**ADMINISTRATIVE ASSISTANT CORE COMPETENCIES**

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|-----------------------------------|-------------------------------------|--------------------------|
| • Communication: Written & Spoken | • Analysis & Problem Solving Skills | • Research & Update Data |
| • Planning & Organization         | • Detail-Oriented                   | • Customer Service       |
| • Time Management                 | • Flexible                          | • Accurate               |
| • Team Member                     | • Resilient                         | • Training               |

**ADMINISTRATIVE ASSISTANT TASK & RESPONSIBILITIES**

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|--|--|---|
| • Design & maintain databases                          | • Collect, research, analyze data into form reports                                    | • Process data requests   |
| • File, retrieve, update reference materials           | • Prepare & edit correspondence, communications, presentations, and accounting reports | • Prepare written responses to routine inquiries                                |
| • Open, sort, scan, distribute incoming correspondence | • Maintain electronic & hard copy filing system  | • Coordinate and maintain records for staff, telephones, parking and petty cash |
| • Answer, manage, link incoming calls                  | • Receive, interact, direct incoming visitors and vendors                              | • Manage & maintain schedule, appointments, travel for Managers and Supervisors |
| • Resolve administrative inquiries                     | • Prepare meeting agendas and schedules  | • Read, compile, transcribe, distribute meeting minutes                         |
| • Photocopying, fax, mailing                           | • Maintain office supply inventories   | • Coordinate office equipment maintenance                                       |

**EXECUTIVE ASSISTANT CORE COMPETENCIES**

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|------------------------------------|-------------------------------------|------------------------|
| • Organizational & Planning Skills | • Research & Monitoring Skills      | • Communication Skills |
| • Team Member                      | • Decision Making Skills            | • Detail-Oriented      |
| • Confidential                     | • Analysis & Problem Solving Skills | • Accurate             |
| • Proactive                        | • Resilient                         | • Adaptive             |

**EXECUTIVE ASSISTANT TASK & RESPONSIBILITIES**

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|--|--|--|
| • Prepare & edit correspondence, communications, presentations, and accounting reports | • Design & maintain databases                                | • File, retrieve, update reference materials |
| • Collect, research, analyze data into form reports                                    | • Manage & maintain Executive schedule, appointments, travel | • Arrange & coordinate meetings and events   |
| • Read, transcribe, distribute meeting minutes   | • Monitor, screen, reply, distribute incoming communications | • Answer, manage, link incoming calls        |
| • Receive, interact, direct incoming visitors and vendors                              | • Liaise with internal staff                                 | • Interact with external contacts            |
| • Co-ordinate project-based work   | • Review and improve operating practices                     | • Supervise, coach, train lower level staff  |

### OFFICE MANAGER CORE COMPETENCIES

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|------------------------------------|--------------------------|--------------------------------|
| • Organizational & Planning Skills | • Problem Solving Skills | • Analysis & Assessment Skills |
| • Research & Monitoring Skills     | • Decision Making Skills | • Work & Time Management       |
| • Detail-Oriented & Accurate       | • Communication Skills   | • Confidential                 |
| • Proactive                        | • Integrity              | • Adaptive                     |
| • Resilient                        | • Teamwork               | • Collaboration                |

### OFFICE MANAGER TASK & RESPONSIBILITIES

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|---|---|--|
| • Assign and monitor clerical, administrative, secretarial responsibilities and tasks | • Allocate resources to ensure successful task completion | • Coordinate staff activities to optimize efficiency                 |
| • Evaluate and manage staff performance   | • Recruit and select office staff                         | • Organize orientation and training new staff members                |
| • Coach, mentor, and discipline office staff  | • Design and implement filing systems                     | • Maintain filing systems  |
| • Establish and monitor record keeping procedures                                     | • Ensure security, integrity and confidentiality of data  | • Design and implement office policies and procedures                |
| • Oversee office policies and procedure compliance                                    | • Analyze and monitor internal processes                  | • Implement procedural and policy modification to improve efficiency |
| • Prepare operation reports and schedule to increase efficiency                       | • Coordinate schedules, appointments, and bookings        | • Monitor and maintain office supply inventory                       |
| • Review and approve office supply acquisitions                                       | • Process customer inquiries and complaints               | • Manage internal staff relations                                    |
| • Facilitate work stations  | • Maintain safe and secure working environment            | • Process A/P, A/R, Financial Reports                                |

### PARALEGAL CORE COMPETENCIES / TASK & RESPONSIBILITIES

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|---|---|---|
| • Six plus years Law Office Administration  | • Facilitate and process WA, OR, and CA; State and Federal Cases  | • Streamline data, document preparation, filing, and accounting through personalized IT |
| • Research, interpret, and assign Procedural, Substantive, Common, and Case Law   | • Interview, execute and network task assignments<br>Client→3 <sup>rd</sup> Party→Vendor→Counsel→Court                              | • Translate and summarize medical, financial, property, family, and case analysis       |
| • Construct correspondence; pleadings; exhibits; demand packages; mediation, settlement, arbitration, and trial materials | • Coordinate calendaring, training, and networking  | • Manage business accounting and financial reports                                      |
| • Optimize economic returns through automated IT systems, financial analysis, continued education                         | • Civil litigation: personal injury, workers' compensation, family law, estate planning, wills and probate, and landlord tenant law |   |



## TECHNOLOGICAL SKILLS

<u>General</u>	<u>Other</u>	<u>Accounting</u>	<u>Law Office</u>
Windows	Maximo	Quickbooks	Amicus
Word	SQL	Timeslips	Time Matters
Excel	PeopleSoft	TABS	PC Law
Access	DMS		ProLaw
PowerPoint	CIS	<u>Paralegal</u>	AbacusLaw
Publisher	WordPerfect	Legal Research	FamilySoft
Project	Adobe Acrobat	Notary	HotDocs
Outlook	FileMaker Pro	Process Server	Practice Mate
OneNote	Pagemaker	FTR Player	Westlaw
Visio	<u>Research / Typing</u>		Lexis/Nexis
SharePoint	Internet / Intranet		OJIN / PACER
InfoPath	E-Discovery		JIS
Lync	E-Filing		
	80 wpm		

## EDUCATION & TRAINING

Paralegal Studies Program	College of Legal Arts Portland, Oregon	2006
Undergraduate Studies	Portland Community College	Fall 2005
Undergraduate Studies	Portland Community College	Fall 1998
Undergraduate Studies	Portland Community College	Summer 1998
Undergraduate Studies	Portland Community College	Fall 1997
Undergraduate Studies	Denver Community College	Spring 1997
Undergraduate Studies	Portland Community College	Winter 1995
Undergraduate Studies	Portland Community College	Spring 1995

- Business Technology Course
- Law Office Management Course
- Negotiation Seminar
- Resilience Assessment and Training

**EMPLOYMENT HISTORY**

Job Title	Date Range	Location	Contact
• Paralegal	06/06 – Present	Robert A. Birk Attorney at Law Portland, OR	Stephanie Kistler Paralegal Manger (503) 936-4172
• Notary			
• Process Server			
• Paralegal Intern	04/06 – 06/06	Jaculin L. Smith Attorney at Law Portland, OR	Jaculin L. Smith Sole Practitioner (503) 381-0001

*04/05 – 04/06 Unemployment: Motor Vehicle Accident / Re-Education (Paralegal)*

• Dance Instructor / Lead	11/03 – 04/05	Chehalem Park & Recreation Newberg, OR	(503) 639-5388
• Gymnastics Instructor / Lead			
• Homeschool Instructor			
• Dance Instructor / Lead	09/03 – 04/05	Westside Dance and Gymnastics Academy Tigard, OR	(503) 639-5388
• Gymnastics Instructor / Lead			
• Birthday Party Program Director			
• Parents Night Out Director			
• Community Outreach Instructor			

*02/03 – 09/03 Unemployment: Residential Relocation*

• Contracted Youth Program Director / Instructor	05/02 – 02/03	American Family Martial Arts Hillsboro, OR	(503) 848-2440
• Medical After Hours Phone Operator	05/01 – 07/02	Medical Answering Svc of Oregon Portland, OR	(503) 232-5020
• Dance Instructor / Program Director	08/97 – 05/01	Tualatin Hills & Park Recreation Portland, OR	(503) 244-1101
• Office Assistant	12/98 – 05/01		
• Weekend Building Supervisor	03/99 – 05/01		
• Dance Instructor	08/97 – 08/99	Westside Dance and Gymnastics Academy Tigard, OR	(503) 639-5388
• Gymnastics Instructor			
• Birthday Party Program Director			

*04/97 – 08/97 Unemployment: Motor Vehicle Accident / Re-Education (Undergraduate Work)*

13515 SE Holgate Blvd., #17

Portland, OR 97236

• Financial Office Manager

12/96 – 04/97

Mechtenberg Financial  
Group  
Arvada, CO

(303) 940-7807

• Receptionist

08/96 – 12/96

KCG Communications  
Englewood, CO

(303) 773-1200

**PORTLAND GENERAL ELECTRIC EMPLOYMENT**

<u>Job Title</u>	<u>Date Range</u>	<u>Location</u>	<u>Contact</u>
• <u>Executive Sale Assistant</u> <i>Portland</i>	07/95 – 08/96 ↓	PGE - WTC 121 SW Salmon	Teresa Wilson
• <u>Executive Sales</u> <u>Administrative</u> <u>Supervisor</u> <i>Portland</i>	↓	PGE - WTC 121 SW Salmon	Dave Ford Teresa Wilson Lonnie Dicus
• <u>Executive Sales</u> <u>Administrative Assistant</u> <i>Portland</i>	↓	PGE - WTC 121 SW Salmon	Dave Ford Teresa Wilson Lonnie Dicus
• <u>Customer Service</u> <u>Administrative</u> <u>Supervisor</u> <i>Tualatin</i>	04/94 – 07/95	PGE - CSC 7800 SW Mohawk St.	Teresa Wilson
• <u>Customer Service</u> <u>Administrative Assistant</u> <i>Tualatin</i>	↓	PGE - Quad B 7800 SW Mohawk St.	Judy Hummel
• <u>Support Services Clerk</u> <i>Western</i>	11/93 – 04/94	PGE - Western 14655 SW Scholls Ferry Rd.	Charlene Edwards
• <u>Fill-In</u> <u>Lineman Administrative</u> <u>Assistant</u> <i>Western</i>	↓	PGE - Western 14655 SW Scholls Ferry Rd.	<i>Cross-Training</i>
• <u>Fields Op Clerk</u> <i>Western</i>	02/93 – 11/93	PGE - Western 14655 SW Scholls Ferry Rd.	



13515 SE Holgate Blvd., #17  
Portland, OR 97236

[engineerinmaking@yahoo.com](mailto:engineerinmaking@yahoo.com)

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## REFERENCES

### Stephanie Kistler

Paralegal Manager  
Legal Office Administrator  
Accounting

12546 SE Blackstone Ave.  
Happy Valley, OR 97086

Phone: (503) 936-4172

*1<sup>st</sup> text, then call*

Text: [5039364172@vtext.com](tel:5039364172)

E-mail: [smkistler@hotmail.com](mailto:smkistler@hotmail.com)

### Kent C. Whitaker

Arbitrator & Mediator  
Attorney  
Personal Injury Litigation  
Alternative Dispute Resolution

P.O. Box 755  
Lake Oswego, OR 97034

Phone: (503) 638-5200

Fax: (503) 638-6030

E-mail: [kcwhitaker@spiritone.com](mailto:kcwhitaker@spiritone.com)

### Jaculin L. Smith

Attorney  
Domestic Relations  
Civil Litigation  
Probate

5319 SW Westgate Dr., Ste 120  
Portland, OR 97221

Phone: (503) 381-0001

E-mail: [jaculin@smithx2atlaw.com](mailto:jaculin@smithx2atlaw.com)

### Dave Ford

Portland General Electric  
Business Continuity and Emergency Management

121 SW Salmon St.  
Portland, OR 97204

Phone: (503) 464-8837

E-mail: [dave.ford@pgn.com](mailto:dave.ford@pgn.com)