

## Gwen Ingram

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- Objective** To obtain a challenging and rewarding position in a secure and growing organization that respects personal commitment, professional integrity and family values.
- Experience**
- 2008 - Present Schoenfeld & Schoenfeld PC**  
**Paralegal/Legal Assistant**
- Assist attorney in small, high volume law firm.
  - Compose legal correspondence and Pleadings in both draft and final form.
  - Maintain electronic attorney calendar, schedule depositions, Court Hearings, telephonic conferences, meetings and client appointments.
  - Track deadlines and Pleading schedules.
  - Compile Evidence and Exhibits for litigation and Court submission; analyze and examine case documents for claim support.
  - Conduct client and witness interviews.
  - Create client case file and professional contact information in database.
  - Accurately transcribe, edit and finalize correspondence, Briefs and Pleadings.
  - Order office supplies; coordinate with IT personnel computer technical needs and concerns.
  - Notary Public
- 2005 - 2008 State of Oregon Workers' Compensation Board**  
**Judicial Assistant**
- Compose legal correspondence including letters and Interim Court Orders for Administrative Law Judges. Proof and edit for finalization.
  - Review legal settlement agreements for compliance with State law.
  - Maintain court docket, scheduling hearings, mediations and conferences.
  - Assist Administrative Law Judges in case law research.
  - Track deadlines of Orders, Briefs and Pleadings.
  - Accurately transcribe Administrative Law Judge Orders and letters.
- 2001 - 2005 State of Oregon Workers' Compensation Board**  
**Office Specialist II**
- Query electronic database for accurate screening and routing of correspondence, Exhibits and Motions.
  - Conduct annual inventory audit and maintain inventory records. Created agency inventory form using Excel to track computer equipment and other agency property.
  - Assist Judicial Assistants draft and transcribe Administrative Law Judge Orders.
  - Order and receive supplies, verifying accuracy of invoices.
  - Front desk receptionist which includes operation of multi-line telephone system, greet public, assignment and maintenance of court hearing rooms and court recording computer equipment.
  - Daily receipt, evaluation and processing and distribution of agency mail (USPS, interagency, hand-delivered and priority.

**1999 - 2001                      Homebase Inc**

**Reconciliation Clerk**

- Maintain and update high volume shipment docket, Bill of Ladings and invoices. Schedule shipment receipt and deliveries.
- Generate and reconcile purchase order worksheets, invoices and vendor orders.
- Reconcile physical inventory to purchase order invoice. Completion of exception report for variances.
- Conduct and reconcile annual inventory of all supplies, merchandise and equipment.
- Create and maintain data compiling spread sheets for sales tracking.

**1992 – 1999                      Homebase Inc**

**RTV/Defect Clerk**

- Inspect and data enter UPC, sku, description and vendor coding of merchandise.
- Contact and negotiate with vendors for credit or replacement of defective merchandise.
- Developed and maintained numeric, chronological and departmental filing system for tracking reports.
- Maintain record retention guidelines for reports and records. Completion of carrier Bill of Ladings, contract with carriers for shipments.
- District trainer for RTV/Defect Clerks and management trainees, perform audits in all district stores for compliance with OSHA regulations, record retention and inventory variances.

**Education**

1978 – 1982	Auburn Adventist Academy	High School Diploma
1982 – 1983	Walla Walla College	General Studies
1983 – 1984	Portland Community College	Restaurant Management
2003	Mindleaders Training	Office '97 Computer Training Certificate of Completion