

KRISTEN C. BRAMBLE

2626 Brooks Ave. NE
Salem, OR 97301

Phone: 206.790.7356
Email: kbramble@aol.com

LEGAL AID PROFESSIONAL

Dynamic legal professional with recent experience in estate planning, project management, and business development. Experience in policy development, research and analysis, and account management. Proven ability to work in a collaborative setting with a diverse team and initiate process improvements.

AREAS OF EXPERTISE

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|--------------------------------|---------------------------|-------------------------|
| ▪ Account Management | ▪ Process Development | ▪ Business Development |
| ▪ Financial Sector | ▪ Estate Planning | ▪ Project Management |
| ▪ Client Relations | ▪ Internal Communications | ▪ Business Law |
| ▪ Basic Conversational Spanish | ▪ Labor Law | ▪ Compliance Monitoring |
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PROFESSIONAL EXPERIENCE

MARI BAILEY, PC, SALEM, OR

January – May 2012

LEGAL INTERN

- Spearheaded legal research and prepared memoranda for estate planning law firm.
- Collaborated with managing attorney on daily operations. Attended daily client meetings.
- Drafted and updated legal forms. Ensured proper use.

WILLAMETTE UNIVERSITY CLINICAL LAW PROGRAM, SALEM, OR

May – August 2011

LEGAL INTERN

- Executed and maintained client business and family law program client files.
- Researched, developed and presented legal documents for non-profit start-up organizations, tax exemption status applications, and various other initiatives as needed for the internal teams.

WHITFORD LAW OFFICES, LLC, SALEM, OR

May 2010 – August 2011

LAW CLERK/OFFICE MANAGER

- Developed automated reminders system, resulting in improved communications on internal matters, projects and deadlines.
- Researched employment and labor laws and developed informational documents, petitions and memoranda for internal use.
- Supported administrative staff with billing and payroll processes, account management and client cultivation. Interviewed potential clients and presented recommendations to management.

OTHER WORK EXPERIENCE

BOEING EMPLOYEES' CREDIT UNION, BELLEVUE, WA

December 2007 – August 2009

MEMBER CONSULTANT

SPIRIT OF WASHINGTON DINNER TRAIN, RENTON, WA

March – October 2007

SERVER

PREMIERE MORTGAGE, RENTON, WA

September 2006 – May 2007

OFFICE MANAGER/LOAN PROCESSOR

NORTHWEST TRUSTEE SERVICES, INC., BELLEVUE, WA

October 2005 – September 2006

FORECLOSURE CLERK ASSISTANT

SEATTLE'S BEST COFFEE, RENTON, WA

October 2001 – October 2005

SUPERVISOR

UNIVERSITY OF UTAH, SALT LAKE CITY, UT

September 2004 – August 2005

STUDENT ADVISOR

KRISTEN C. BRAMBLE, PAGE TWO

EDUCATION & TRAINING

Juris Doctorate - Business Law Concentration Certificate, Willamette University, Salem, OR
Bachelor of Arts, Political Science – History Minor, University of Utah, Salt Lake City, UT
Certified Notary Public – State of Oregon

AWARDS & DISTINCTIONS

Justice Chapter Head – Phi Alpha Delta, Willamette University, Salem, OR
Writer - Willamette Law Online, Willamette University, Salem, OR
Auction Pay Coordinator - Willamette University Public Interest Law Project, Salem, OR
Honor Board Member - Pi Beta Phi, University of Utah