



Alicia Soine

8944 SW 14th Ave.
Portland, OR 97219

Home/Cell: 503-317-1706

adsoine@gmail.com

SUMMARY

Highly responsible, results-driven professional with extensive experience in litigation in Oregon and Washington. Reputation for success in handling all paralegal case management tasks from beginning to end. Proven ability to maintain and process client records, pleadings and discovery in a highly organized, efficient and precise manner. Ethics oriented working style focused on exercising discretion and maintaining confidentiality.

EXPERIENCE

Senior Paralegal, Rizzo Mattingly Bosworth PC

Portland, OR — 2000 - Present

Extensive litigation work in Oregon and Washington with a focus on complex litigation including toxic torts, medical malpractice, products liability and environmental law. Additional litigation work in Idaho and California on a limited basis. Work closely with firms across the country on litigation, document management, discovery, experts, depositions and trial. Assist Senior Partner in all case management duties including initial client contact, fact and legal research, medical records, document summaries, witness interviews, discovery, depositions, and attendance and assistance at trial.

Accomplishments

- Customize client and document management program (TimeMatters) to integrate into firm-wide practice management
- Organized effort to use electronic document management to save on paper and provide better file organization
- Assist partners and office administrator in marketing presentations for clients
- Lead paralegal for class action lawsuit
- Assist in hiring and training of all new paralegals on office policies, procedures and software
- Assist in all aspects of firm development including software, marketing, and internal problem solving
- Filled position of Office Administrator from 2006-2008 when needed
- Coordinated and implemented a successful on-site audit with large national insurance company client to maintain preferred firm status for future case assignments

EDUCATION

Portland Community College

Associates Degree, English— 1995-1997

SKILLS

- Microsoft Office, Excel, TimeMatters, PCLaw, Adobe, LexisNexis, OpenOnline, Internet Research, Medical Journals, Power Point, OJIN
- Type 90+ wpm
- 4 years of German
- Volunteer with Donate Life Northwest and March of Dimes

REFERENCES

Available upon request.