

Brenna E. Cordoba

827 NE Rosa Parks Way, Portland, OR 97211

Phone: 650-245-5426 E-Mail: brenna.cordoba@gmail.com

Summary of Qualifications

- Experienced legal assistant/paralegal providing exceptional administrative support
- Strong intrapersonal skills with the ability to work well either with a team or independently
- Exceptional organizational and planning skills, adaptable; enjoy new challenges
- Superior oral and written communication; notable attention to detail
- Ability to work with several operating systems, including LexisNexis; Microsoft Office, TimeSlips, CompuLaw, HotDocs; Pacer; Vision; and Adobe

Professional Experience

Paralegal

March 2013 – Present

Williams Kastner & Gibbs, PLLC, Portland, OR

- Prioritizing deadlines while working with a caseload of 15-25 cases at one time
- Draft detailed corporate and estate planning documents
- Manage complicated and detailed case files such as asset identification and corporate analysis
- Manage high volume of emails and telephone calls; heavy client contact
- Integral member of the team, work well with all levels of management and associates

Paralegal

Aaron, Riechert, Carpol & Riffle, APC, Redwood City, CA

June 2012 – March 2013

- Drafting legal documents, performing legal research, and participating in client meetings
- Detailed review of substantial accountings, invoices and bonds; create extensive spreadsheets for ambiguous and complex information
- Daily time and billing system entry; data management entry in accordance with the court's rules and procedures statewide
- Participate in weekly staff meetings to brief cases and develop strategy

Executive Legal Assistant

May 2010 – June 2012

Aaron, Riechert, Carpol & Riffle, APC, Redwood City, CA

- Assisted in the daily operation of law firm including administrative responsibilities, training of support staff, and filing court documents
- Drafted and finalized correspondence, pleadings and other documents related to litigation
- Calendared court deadlines, maintained case files
- Managed highly confidential and sensitive material with professionalism and discretion
- Directed complex travel arrangements
- Coordinated meetings with business clients and attorneys; maintained scheduling calendars

Education

University of Oregon, Eugene, Oregon

Bachelor of Arts in Biological Anthropology

Minor in Political Science

Canada College

Paralegal Program 2010-2011