

# AMBER A. BEYER

## OBJECTIVE

---

To work as a part-time litigation paralegal in a small or medium-sized law firm

## PROFESSIONAL EXPERIENCE

- 
- |   |                  |                       |
|---|------------------|-----------------------|
| Spanish Ministry of Education – Language Assistant  | Madrid, Spain    | Sept 2011 - July 2012 |
| <ul style="list-style-type: none"><li>• Language and Cultural Assistant under educational grant from the Spanish Ministry of Education</li><li>• Developed oral course curriculum, contributing to the development of Alonso Quijano's English Program</li></ul>  |                  |                       |
| Law Office of Roger J. Leo – Litigation Paralegal   | Portland, Oregon | Jan 2010 - Sept 2011  |
| <ul style="list-style-type: none"><li>• Completed projects at all stages of case development for a general dispute resolution practice, with specialties in construction, maritime, personal injury, and commercial litigation</li><li>• Managed communication with clients, counsel, and courts, conducted initial client screening and inquiry</li><li>• Analyzed the Order of Proof through investigation, intensive document review, and deposition support</li><li>• Finalized legal documents and correspondence by drafting, editing, and preparing for service and mail</li><li>• Prepared financial collations, damages calculations, and demonstrative exhibits</li><li>• Supported in trial with Powerpoint presentations and witness coordination</li></ul> |                  |                       |
| MacColl Busch Sato – Transcriptionist   | Portland, Oregon | Sept 2009 – Jan 2010  |
| <ul style="list-style-type: none"><li>• Transcribed, proofread, and finalized correspondence for insurance defense worker's compensation firm</li><li>• Regularly provided support to other departments including filing and reception</li><li>• Accommodated last minute and deadline projects, and completed in timely manner</li></ul>   |                  |                       |
| Boly-Welch – Temporary Legal Assistant  | Portland, Oregon | July 2009 – Sept 2009 |
| <ul style="list-style-type: none"><li>• Worked as Floating Legal Assistant at Schwabe Williamson &amp; Wyatt for 10 weeks as prime assignment</li><li>• Executed secretary duties, including fielding and prioritizing e-mails and phone calls, document preparation, filing, and scheduling, gained facility with infrastructure software programs</li></ul>   |                  |                       |

## EDUCATION

- 
- |   |                |                       |
|---|----------------|-----------------------|
| Robert D. Clark Honors College, University of Oregon  | Eugene, Oregon | Sept 2005 - June 2009 |
| <ul style="list-style-type: none"><li>• Major: B.A. English Literature; Minor: Spanish; 3.73 GPA</li></ul>                  |                |                       |
| University of East Anglia   | Norwich, UK    | Sept 2008 - Dec 2008  |
| <ul style="list-style-type: none"><li>• Studied abroad for one semester on International Study Abroad Scholarship</li></ul> |                |                       |
| University of Oviedo Summer Program   | Oviedo, Spain  | July 2008 - Aug 2008  |
| <ul style="list-style-type: none"><li>• Took intensive Spanish language immersion courses for two months</li></ul>          |                |                       |

## PUBLICATIONS

- 
- Beyer A, Shiao JL, Bode T, Selvig D. "The Genomic Challenge to the Social Construction of Race" *Sociological Theory*. June 2012 30: 67-88
  - Beyer A. (2009). "Something More of Quickness than her Sisters": The Woman Reader in Jane Austen's Novels. Eugene: Clarke Honors College

## SKILLS

---

WordPerfect, Microsoft Word, Excel, Powerpoint, Outlook, Adobe Acrobat, Amicus Attorney, Westlaw, Lexus Nexus, Electronic filing, basic investigation tools, Spanish Language

[amberbeyer@gmail.com](mailto:amberbeyer@gmail.com)  
503.679-5197