

Kate Bourn

1790 NE Irving St., Apt. 11, Portland, Oregon 97232 ♦ bourn.kd@gmail.com ♦ (503) 893-2272

- Qualifications:**
- Experienced with probate, estate-planning matters, nonprofit law, insurance defense, construction lien foreclosure, construction-defect litigation, class-action lawsuits, family law, bankruptcy, and employment law.
 - Drafted pleadings and other legal documents in civil and criminal matters.
 - Tracked litigation deadlines. Scheduled court appearances.
 - Prepared bankruptcy petitions.
 - Prepared subpoenas for trials, depositions, medical records and other documents.
 - Assembled trial notebooks. Scanned and Bates numbered documents, labeled exhibits, and summarized depositions.
 - Prepared and recorded deeds and liens.
 - Drafted and finalized correspondence.
 - Excellent written and oral communication skills.
 - Researched and wrote legal memos.
 - Organized and maintained paper and electronic case files and pleadings indexes.
 - Conducted client intake and set up files.
 - Interviewed witnesses.
 - Scheduled client consultations and other appointments.
 - Maintained database with deadlines, conflicts, witness and client contact information, and other case notes.
 - Type 82 words per minute. Excellent transcription skills.
 - Determined hardware, software and office equipment needs. Made purchasing decisions.

Legal Experience: *Interim Director, CASA for Kids, Inc.*, St. Helens, Oregon, October 2010 to April 2013. Managed non-profit organization that provides volunteer advocates for abused and neglected children. Prepared financial reports for state agencies, board and foundations.

Copy Editor, Statesman Journal, Salem, Oregon, November 2011 to March 2012. Edited news articles for spelling, grammar and style. Wrote headlines and photo captions. Worked under deadline pressure.

Legal Assistant, Dunn Carney Allen Higgins & Tongue LLP, Portland, Oregon, June 2007 to May 2010. Prepared construction liens and notices and construction lien foreclosure proceedings. Tracked down service addresses for parties. Maintained corporate minute books. Prepared documents for corporate and LLC entity formation. Prepared annual accounts in probate and conservatorship matters. Prepared estate-planning documents.

Legal Assistant, Federal Public Defender's Office, Portland, Oregon, December 2006 to April 2007. Drafted motions, assisted with habeas petitions, organized discovery, summarized trial transcripts, prepared correspondence, apprised clients of their case status, and electronically filed documents with federal court. Learned and complied with security protocols for representation of Guantánamo Bay detainees.

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Education: **University of Oregon**, Eugene, Oregon
Bachelor's degree in Journalism, Minor in French, Women's Studies Certificate

Community Service: Sexual Assault Advocate/Crisis Line Volunteer, Portland Women's Crisis Line, 2005 to 2007
State and National Administration Teams/Event Planner, MEETinPortland, 2006 to present

Computer Skills: • Microsoft Word, Excel, Outlook, PowerPoint
 • Hummingbird
 • Microsoft Outlook and TimeMatters calendaring software
 • CaseMap
 • Adobe Acrobat
 • Collier TopForms
 • QuickBooks Pro, including time tracking for billing
 • Electronic Case Filing

References: Barbara Mank, Dunn Carney Allen Higgins & Tongue LLP (503) 224-6440
 Sandra Showard, Federal Public Defender's Office, (503) 326-2123
 Kelly Brown, bankruptcy attorney, (503) 224-4124