

XUAN - GIANG TRAN

OBJECTIVE

A position that will provide challenging and continuing career growth.

SUMMARY OF SKILLS AND QUALIFICATIONS

- 13 years of legal assistant/paralegal experience.
- Senior paralegal for complex multi-million dollar cases from inception to trial and appeal.
- Experience performing research.
- Experience with court dockets and filings.
- Experience with electronic discovery methods, rules and regulations.
- Work effectively under deadlines.

PROFESSIONAL EXPERIENCE

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|--------------|--|-----------------|
| 2000–Current | Klarquist Sparkman, LLP | Portland, OR |
| | <i>Senior IP Litigation Paralegal</i> | |
| | <ul style="list-style-type: none">■ Manage complex litigation files.■ Manage and process electronic discovery.■ Participate in custodian interviews for document collection and production.■ Prepare exhibits for depositions.■ Draft protective orders and initial response to discovery requests for attorney review.■ Research federal and state statutes and case law.■ Investigate parties and technology in suit.■ Manage and maintain case docket. | |
| 2005–Current | Community Mediation Services | Vancouver, WA |
| | <i>Volunteer Mediator</i> | |
| | <ul style="list-style-type: none">■ Mediate cases for small claims court. | |
| 1997–2000 | William D. Bailey, PC | Lake Oswego, OR |
| | <i>Litigation Assistant</i> | |
| | <ul style="list-style-type: none">■ Responsible for day to day case management.■ Draft discovery responses and motions.■ Responsible for general office management. | |

EDUCATION

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| 2002–Current | Portland State University | Portland, OR |
| | <i>M.S. Candidate - Conflict Resolution</i> | |
| 1992–1997 | Oregon State University | Corvallis, OR |
| | <i>B.S. - General Science</i> | |
| 1988-1992 | McKay High School | Salem, OR |

ACTIVITIES AND INTERESTS

- Traveling, camping, hiking, skiing, and spending time with my family.