

## Kevin Findley

3602 SE 28<sup>th</sup> Place Apt. 11  
Portland, Oregon 97202  
Cell: (503) 754-3521  
Email: kpfindley@gmail.com

### PROFILE

Recently graduated paralegal student at Portland Community College interested in personal injury, civil rights, and sustainability law with experience in e-discovery.

### TRAINING AND COMPUTER SKILLS

**AAS in Paralegal Studies**, Portland Community College, Portland OR  
(ABA approved Paralegal Program, effective February 2010.)

**Summer 2012**

- Consistently on the Honors List

**Oregon Trial Advocacy College**, Federal Courthouse, Portland, OR  
Mock Witness/Juror

**October 27<sup>th</sup>-28<sup>th</sup>, 2011**

Attended a two day seminar playing a plaintiff witness, defense witness, and juror. Attorneys were able to perform mock *Voir Dire*, opening statement, direct examination, cross examination, and closing arguments. Sat with experienced judges and attorneys and would critique their performance.

#### **FMLA and OFLA, 2 Day Employee Supervision Training Course**

- Seminar presented by BOLI to emphasize good management practices and a basic understanding of FMLA and OFLA.

#### **ISO 9000 Auditor**

The International Organization for Standardization represents an international consensus on good quality management practices. Companies voluntarily choose to be certified. As an internal auditor I audited several departments of the company to verify or correct work procedures to make sure they were consistent with ISO 9000 standards.

#### **Computer Proficiencies**

##### Intermediate

- Windows XP, Vista and 2007
- Microsoft Word, Access and PowerPoint
- LexisNexis®
- Fastcase

##### Beginner

- Apple products, i.e. iPhone, iPad, and OSX
- Summation iBlaze
- kCura Relativity
- Linux operating systems - Ubuntu and Red Hat
- Microsoft Excel
- UNIX and C programming
- Device troubleshooting, i.e. printer, scanner, monitor

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### **WORK EXPERIENCE**

**Document Technologies, Inc., Portland, OR**  
Temporary Legal Document Coder

**October 30th, 2012-Current/On Call**

- Code image documents in Lexis Nexis Concordance according to Date, Document Title, Document Type, Author, and Recipient
- Unitize images into logical document break points
- Create online timesheets for work that was done for billing purposes

**Streamline Imaging, Portland, OR**  
E-Discovery Intern

**June 2012-August 2012**

- Coded image documents in the discovery process
- Scanned paper documents in preparation for coding process
- Shadowed employees in quality control using eCapture software
- Reviewed documents for accuracy using client guidelines and legal knowledge

**United Parcel Service Airport Hub-Part Time, Portland, OR**  
Package Handler

**March 2011-October 2011**

- Unloaded packages from Unit Load Device brought in on an airplane
- Memorized destination codes; sorted packages onto conveyer belts
- Loaded packages into truck trailers for delivery
- Six-sided checked packages for hazardous material labels; loaded Unit Load Device
- Double checked destination codes and scanned packages into truck trailers
- Member of the safety committee; encouraged safe lifting practices with new employees; reported any unsafe working conditions at meetings for resolution

**Connor Manufacturing Services, Fairview, OR**  
Shipping and Receiving Supervisor

**April 2006-October 2010**

- Oversaw 4 employees in the shipping and receiving area; delegated duties based on demand
- Scheduled pick-up and delivery of LTL shipments with various trucking companies
- Performed quality checks on incoming raw material and entered material into inventory control program
- Pulled and issued raw materials to production for build process
- Prepared and performed internal audits per ISO 9000 standards
- Revised process work instructions to streamline company procedures
- Compared quotes from various shipping vendors for best price to pass on to the customer
- Prepared purchase orders for outside processes such as powder coat and zinc coating
- Compared finished parts against prints for quality assurance
- Investigated inventory discrepancies to find the missing variables
- Maintained a lot number excel spreadsheet for quality control

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**C & R Pier Manufacturing, El Cajon, CA**

**December 2003-March 2006**

Shipping and Receiving Supervisor

- Supervised 2 employees in the shipping and receiving area
- Greeted contractors and prepared orders by filling out an invoice in Excel
- Pulled materials and staged for pick up
- Administrative responsibilities included creating purchase orders, packing slips, invoices, and money handling