



Nicole (Nikki) Putnam
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- ✓ Compassionate professional dedicated to meeting the needs of all clients and employers with consistent attention to detail.
- ✓ Skilled legal researcher and excellent writer/editor of legal materials to allow for both legal professionals and laypersons alike to comprehend documents.
- ✓ Possess outstanding communication skills, present information in forms designated to reach the target audience, and connect with a variety of individuals in a way that makes them feel valued and interested.
- ✓ Expanding knowledge of Spanish language to establish proficiency and better serve my employer and their clients.

SKILLS

- Clear and concise writer
- Confident public speaker
- Provide well-thought out solutions
- Efficient and effective editor
- Group leader, teacher, counsel
- Implement decisions and enforce policies
- Identify problems, gather information, and create ideas/solutions
- Analyze issues and develop strategies
- Effective project manager

EDUCATION

Kent State University, Kent, OH
Masters of Arts in Journalism
Expected 2015

Western Oregon Univ., Monmouth, OR
Masters of Arts in Teaching, 4.0 GPA
Graduated June 2007

Univ. of Minnesota, Minneapolis, MN
Juris Doctorate, cum laude
Graduated May 1996

Willamette University, Salem, OR
Bachelor of Arts in Political Science, 3.59 GPA
Graduated May 1993

TEACHING EXPERIENCE

West Salem High School, Salem, OR
Teacher, Social Studies & Language Arts
2007-present

North Salem High School, Salem, OR
Teacher, Basic Mathematics
2007 (Temporary Position)

North Santiam S.D., Stayton, OR
Tutor, Substitute Teacher
2007 (Temporary Position)

LEGAL EXPERIENCE

Law Office of Edward L. Daniels, Albany, OR
Attorney – Family Law Litigation, 2001-2005

Linn County District Attorney's Office, Albany, OR
Deputy District Attorney, 1999-2001

Enfield, Brown, Collins & Knivila, Salem, OR
Associate Attorney – General Civil Litigation, 1996-1999

Selected Educational Achievements:

- Sold 1,100 yearbooks, most in school history and one of the top-selling books in the state
- Tripled residual yearbook budget to \$15,000 in one year
- Spearheaded district RFP process for yearbook contract, including rewriting RFP and coordinating presentations for all RFP submissions
- Drafted multiple grant applications for classroom technology
- Participated in Technology Leadership Cadre
- Wrote course plans for AP Human Geography and Introduction to Journalism
- Wrote daily course plans for Sheltered 20th Century Studies I

Selected Legal Achievements:

- Instrumental in designing and teaching domestic and sexual violence investigation courses to Linn County law enforcement agencies
- LEDS certified
- Successfully represented clients in divorce, child custody, child support and adoptions, with an eye toward resolution rather than litigation
- Completed Trial Advocacy I training, National College of District Attorneys
- Served as primary appellate attorney, drafting appeals for both state and federal courts
- Composed and argued civil rights motions before circuit and appellate courts

PUBLICATIONS & PRESENTATIONS

- *Oregon Mapping Lab*, in conjunction with *Student Atlas of Oregon* (Oregon Geographic Alliance) (pending publication)
- Presentee, *Oregon Mapping Lab*, Oregon Council for the Social Studies, Spring 2010
- Presentee, "Water Rights on the Klamath River: Should the dams stay or go?" Fall 2007
- Editor, *Marion County Bar Bulletin*, 1997-98
- Contributor, *Federal Bar Bulletin*, 1996-98

PROFESSIONAL AFFILIATIONS

- Oregon State Bar (reinstatement to active status pending)
- Journalism Education Association – member
- National Scholastic Press Association – member
- Oregon Geographic Alliance – Teacher Consultant
- Oregon Department of Education Essential Skills Task Force (2007-08)
- Oregon Council for the Social Studies, Board Member (2007-08)

TECHNOLOGY KNOWLEDGE

- Proficient in Microsoft Word, PowerPoint, Apple Pages, InteGrade Pro, ClassXP
- Also proficient in Adobe Photoshop, InDesign; learning Adobe Captivate
- Knowledgeable about Mac OS and PC Windows operating platform