

Shelley McCollum

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Education

Portland Community College

AAS Paralegal Degree Program
(Estimated completion: Fall; 2013; 3.96 GPA)

Pro Schools - Portland, OR

Real Estate Program Certificate/Advanced Practices 2008

Computer Skills MS Office, Outlook, Typing 60 wpm, 10 Key

Experience

Legal Assistant

10/2010 - 06/2012

Nancy A. Smith & Associates, Portland, OR

- Process litigation documents for accuracy and completeness
- Client follow-up
- Prepare/proof summons and complaints; Oregon, Washington
- Prepare court exhibits
- Data Entry

Real Estate Broker

05/2007 - 11/2009

Windermere Cronin & Caplan Realty Group, Inc., Portland, OR

- Interviewed clients for property needs and desires
- Inventory research
- Prepared competitive market analysis
- Collaborated with colleagues, title officers, lenders, inspectors, service providers
- Purchase/Sale agreements
- Market property in print, internet, on site
- Maintained client confidentiality
- Completed continuing education licensing requirements

Production Supervisor/Grain Elevator

1987 - 1989

Cargill, Inc., Portland, OR

- Supervisor/company liaison between union employees, railroad yardmaster and federal grain inspectors
- Oversaw longshoremen and grain unloading process
- Quality inspection to export specification/ Inventory tracking
- Elevator safety inspections for regulatory compliance

Administrative Support/Operating Room

1983 - 1986

King Khalid University Hospital, Riyadh, Saudi Arabia

- Administrative support to Director of Nursing/Operating Rooms of large teaching hospital with international staff requiring sensitivity to religion, custom and culture
- Typing, phones, supplies requisition, daily operating schedule, staff communication liaison

Merchant Assistant

1980 - 1982

Cargill, Inc., Portland, OR

- Fast paced clerical support for ten commodities traders
- Heavy phones, typing contracts and merchant reports
- Reorganize/maintain contract files