

# Sharon Kidder

3391 NE MULTNOMAH ST PORTLAND, OR 97232

TEL 503-236-8357

[sharon@thekidders.com](mailto:sharon@thekidders.com)

## Education

Portland Community College — Portland, OR — expected June 2011  
A.A.S. in Paralegal Studies with Highest Honors

De Anza College — Cupertino, CA — 2009  
Certificate in Energy Management and Climate Policy

California State University, Hayward, CA — 1994  
B.S. in Business Admin., *cum laude*, Minors in Environmental Studies and Economics

## Skills

- Software: Lexis-Nexis; Microsoft Suite (Excel, Word, Publisher, Outlook and PowerPoint); Apple Suite (Numbers, Pages, Keynote and iCal); and QuickBooks.
- Secretarial: Typing at 70+ wpm, 10-key
- Business Bookkeeping, including check writing, cash register and statement balancing, payroll, accounts payable, accounts receivable and typing quotes.

## Experience

### **PARALEGAL INTERN, GADZO LAW FIRM, PALO ALTO, CA, SEP 2009 TO DEC 2009**

- Worked under the supervision of Alexandra Gadzo, J.D.
- Researched a number of landlord-tenant dispute topics.
- Prepared and organized estate planning and will documents for client signature.
- Maintained legal case organization including copying, filing, and archiving.

### **DATABASE ASSISTANT, JAMES MOORE & ASSOCIATES, LOS ALTOS, CA, AUG 2006 TO APR 2007**

- Maintained client/candidate databases in Panorama as well as hardcopy client files.
- Assisted recruiters with editing/reformatting client resumes. Transcribed resumes.
- Assisted owner with office bookkeeping and payroll process.
- Monitored and maintained adequate office supplies.

### **REGIONAL EDUCATIONAL EVENT COORDINATOR, SOCIETY FOR CREATIVE ANACHRONISM, HILLSBORO, OR, FEB 2002 TO APR 2006**

- Revived this neglected regional office and held over thirty successful educational events throughout Oregon and Washington.
- Before each event, recruited, coordinated and communicated with many volunteer staff and teachers as well as prepared and distributed class marketing materials.
- Maintained group database shared by six regions.
- Timely reimbursed teacher expenses, after each event, and completed organizational paperwork (including evaluation summaries, grades, etc.).
- Developed forms and marketing materials shared by colleagues in the organization.

### **EVENT MANAGER, TREASURER & SECRETARY, SOCIETY FOR CREATIVE ANACHRONISM, HILLSBORO, OR, 1996 TO 2002**

- Planned, recruited, and held four events, including a camping event and a feast.
- Prepared an award-winning newsletter for local SCA branch.
- Held a variety of treasurer positions over a three year time period, including considerable clean-up and organization of paper records.

- Developed and distributed Excel versions of a 14-page financial quarterly report template and distributed Quicken setup files with categories set up to align correctly with the Quarterly report categories, reducing inconsistencies throughout the region.

**HUMAN RESOURCES DEPT ADMINISTRATIVE ASSISTANT, INTEL CORP., HILLSBORO, OR, 1997 TO 1998**

- Provided human resource administrative support to five Information Technology (IT) departments at Oregon Intel locations.
- Quickly learned the newly-implemented Intel employee database system and developed shared database queries, used throughout the IT Human Resource departments.
- Performed exit interviews for departing employees.
- Arranged meetings; developed and ran employee database queries; answered HR-related employee questions; and assisted with semi-annual employee review process.
- Prepared expense reports and travel arrangements.

**CDI NORTHWEST AT INTEL CORP., HILLSBORO, OR, NOV 1995 TO DEC 1996**

- Worked in a variety of temporary positions at Intel Corporation in Hillsboro, OR.
- Worked for the anGLE (accounting) project providing in-house customer support.
- Provided administrative support to a number of managers at Intel Corp.

**OFFICE MANAGER, WEST VALLEY SECURITY, CUPERTINO, CA, 1994 AND 1986 TO 1987**

- Maintained accounts payable and receivable, prepared purchase orders and audited invoices.
- Tracked hours and prepared payroll checks and tax reports.
- Reconciled checkbook and cash registers and frequently deposited cash on hand.
- Ordered inventory, and prepared quotes and correspondence.

**LEGAL SECRETARY, SCHMIT, MORRIS, BITTNER & SCHMIT, OAKLAND, CA, MAY 1992 TO SEP 1992**

- During summer, worked for attorney Carleton H.A. Taber.
- Prepared correspondence and court documents by transcription or instruction, including copying, faxing, filing, and serving.
- Implemented a new diary system and organized case files.

**LEGAL SECRETARY, HANNA, BROPHY, MacLEAN, McALEER & JENSEN, OAKLAND, CA, 1988 TO 1991**

- Prepared correspondence and court documents by transcription or instruction, including copying, faxing, filing, and serving.
- Maintained calendar and diary system including calculation of deadlines.
- Developed an extensive collection of master word processing documents.
- Maintained legal library updates.

Additional experience available upon request.

## Activities

Oregon Paralegal Association, member; Pacific Northwest Paralegal Association, member

## Hobbies

Quilting, medieval costuming, researching and restoring my 1912 Craftsman home.