

Christina Ruff

11663 SW Teal Blvd, #M ♦ Beaverton, OR 97007 ♦ 971-409-8574 ♦ christinaruff@me.com

Professional Skills

- Oregon Notary Public with a solid understanding of office and court processes
- Superior interpersonal skills
- Production of discovery (intake, organize and review, scan, redact, and maintain electronic library, review and draft requests and responses to production)
- Drafting pleadings, submitting court filings and legal documents, and preparing summons and subpoenas for process service
- Creating trial notebooks, including pleadings, memos, and exhibits
- Proficient with MS Office: Word, Excel, and PowerPoint
- Proficient with Macintosh OS X (Pages, Numbers), and Apple technologies
- Legal research: LexisNexis; Fastcase; Oregon Judicial Information Network (OJIN)
- E-Discovery implementation of FRCP and EDRM process: kCura Relativity; Discover FY
- Legal Software: Abacuslaw Gold; CaseMap; Clio; Tabs3; Smartdraw; Trial Director

Experience

Paralegal/Legal Assistant

September 2012 – April 2013

Hobson and Associates, LLC

Aloha, Oregon

- Drafted pleadings and correspondence, submitted court filings/legal documents
- Processed, maintained, and produced discovery
- Created trial notebooks, including pleadings, memos, and exhibits
- Reviewed and summarized incoming case matters
- Witnessed and notarized legal documents
- Answered phones and screened potential clients for intake consultations
- Greeted current and potential clients, including conducting conflict checks
- Communicated (orally and written) with clients, court, and opposing counsel
- Recorded, scanned, and distributed incoming mail
- Opened, maintained, and closed client files, including electronic archives
- Calendared case progress and appointments for firm attorneys

Paralegal Intern to Circuit Court Judge

January – June, 2012

Multnomah County Circuit Court

Portland, Oregon

- Designed and coded an Excel spreadsheet used countywide to decrease costs and increase court efficiency for a more streamlined civil motions process.
- Assembled motion binders for judge prior to large and class action trials
- Participated in courtroom functions with jury during voir dire proceedings

Paralegal Intern

January – June, 2012

The Carlson Law Group

Beaverton, Oregon

- Greeted clients; reception and call screening; input bankruptcy info to BestCase
- Performed clerical tasks: voice dictation typing, copying, faxing, mailing, and filing
- Initiated client intake process; processed payments/deposits to trust & law accts

Witness and Juror

October, 2011

Oregon Trial Advocacy College CLE Program. US Courthouse, Portland, Oregon

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Private Tutor and Home School Teacher

2007 - 2011

5 years

K-12 students

Portland Area; South Korea

- Taught English writing, grammar, and composition skills and techniques
- Taught English as a foreign language to native South Korean students

From 1990 - 1998, I held various positions in which I worked, enrolled in a college certificate program, and began raising my family. Positions included:

Office Manager

BKW, Inc.

Napa, CA

1997 - 1998

Freelance Graphic Designer

Age Wave Health Services

Emeryville, CA

Bay Area Music Media

Pleasant Hill, CA

1995 - 1997

Technology Consultant

BankAmerica Corporation

San Francisco and Concord, CA

1990 - 1992

Education

Associate of Applied Science Degree, Paralegal Studies
(American Bar Association Approved)

President's List: 4.0 GPA

Portland Community College, Portland, OR

Certificates

- **Notary Public, State of Oregon**
- **Multimedia Communications & Presentations**
Masters Institute; San Jose, CA
- **Certified Novell Netware 286 Systems Manager**
Evernet; San Francisco, CA
- **Designing & Installing Local Area Networks**
Hammersly Technology; San Francisco, CA

Memberships

- **Oregon Paralegal Association**
- **National Federation of Paralegal Associations**
- **Association of Litigation Support Professionals**
- **E-Discovery/Litigation Support Professionals Career Network**
- **Phi Theta Kappa Honors Society**. PCC, Cascade Campus Chapter

Hobbies

- Ballroom/Social Dancing
- Hiking/ Power-walking
- Gardening
- Horseback riding
- Bicycling