

KASSANDRA JEWETT

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EDUCATIONAL BACKGROUND

Western Business College
Portland Community College

PROFESSIONAL PROFILE

I have over 20 years experience as a Paralegal and Legal Assistant working for a Family Law attorney. I also have 3 years of experience working in a plaintiffs Personal Injury law firm. I have experience dealing with a diversity of professionals, clients and coworkers which has greatly developed my interpersonal skills. I am self motivated, dependable and able to set effective priorities to achieve immediate and long term goals and meet operational requirements.

- Extensive knowledge of family law procedures and practices
- Exceptional multitasking and organizational skills
- Ability to work independently or in a team setting
- Ability to work under pressure and meet crucial deadlines
- Strong work ethic
- Experienced in Excel, WordPerfect, Microsoft Office, Tabs, Time Matters Outlook, Quick books,

PROFESSIONAL EXPERIENCE

Johnston, Root & Leibenguth, P.C.
Paralegal/Legal Assistant

Portland, OR

- Handled heavy case load and assisted with all aspects of the litigation process from commencement through conclusion
- Prepared and filed pleadings; set court dates, meetings and depositions
- Assisted with trial preparation including preparation and managing of trial exhibits, trial notebooks, experts and witnesses
- Communicated with clients, opposing counsel, experts and court staff
- Assisted with case management, legal discovery and research pertaining to family law matters
- Responsible for drafting legal documents including correspondence, pleadings, subpoenas, deposition notices, order to show cause pleadings

Johnston Family Law
Paralegal/Office Manager/Bookkeeper

Portland, OR

- Prepared and filed pleadings; set court dates, meetings and depositions
- Assist with trial preparation including preparation and managing of trial exhibits, trial notebooks, experts and witnesses
- Assisted with case management, legal discovery and research pertaining to family law matters.
- Administrative responsibilities included: payroll, accounts payable/receivable, monthly billings, purchasing office supplies, computer backups, website management