

CINDY L. ARMONY  
8753 SW Postrio Court  
Beaverton, Oregon 97007  
503.314.4406

OBJECTIVE:

To obtain a position as a legal assistant that will utilize my professional experience.

PROFESSIONAL EXPERIENCE:

- Extensive client contact, including IC intake
- Prepare correspondence and legal documents -- including initial paperwork for most cases and judgments for uncontested divorce cases
- Attend Washington and Clackamas County ex parte to obtain judges' signatures
- Prepare child support calculations
- Prepare parenting time calendars
- Discovery: requests, production and organization
- Prepare trial exhibits, including asset spreadsheets
- Prepare trial notebooks
- OJIN research
- Transcription
- Monitor and docket case time lines
- Schedule, and sometimes attend, mediation, depositions and trials
- Office manager for human resource issues of firm staff
- Extensive contact with opposing attorneys and professionals
- Scan, fax, copy and file
- Time entry and review of client billing
- Answer multi-line telephones
- Create and update in-house forms
- Notarize documents

EMPLOYMENT HISTORY:

Family Law Paralegal Jensen & Leiberan Assistant to Lee Pritchard & Mindy Stannard and take IC calls for firm	6/2011 - 1/2012
Temporary, Part-time Family Law Legal Assistant & Receptionist for Sue Lain	3/2011 - 5/2011
Family Law Legal Assistant for Paul DeBast	9/1981 - 6/2011

EDUCATION:

Associate of Applied Science, Legal Assistant Program, 1981  
Mt. Hood Community College