

# JOVANA ANDERSON

2033 SE NIGHT HERON PLACE • GRESHAM, OREGON 97080  
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## PROFESSIONAL EXPERIENCE

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### **Freelance Paralegal**, 2010 – present

- Providing paralegal services on a contract basis.

### **Executive Legal and Administrative Assistant**, 2004- 2010

*Snedeker, Smith & Short - Portland, Oregon*

- Assist attorneys who represent capital and non-capital criminal defendants on appeal, civil rights suits and other extraordinary proceedings.
- Coordinate multifaceted office functions including management of court calendars, databases, travel arrangements and case conferences.
- Locate, gather and organize all records, court pleadings, transcripts, documents, exhibits and evidence, while maintaining integrity of original documents.
- Conduct interviews with clients (death row) and memo, as well as maintain relationships with clients and their families.
- Assist in maintaining good working relationships with investigators and related government agencies.
- Substantial familiarity with state supreme and district court rules and protocols.
- Assist attorneys to develop defense theories and case strategy.
- Prepare research memoranda; copy, edit for form all pleadings, briefs and other legal documents.
- Manage office personnel, problem resolution and employee relations; prepare training and resource materials; mentor undergraduate and graduate student interns.

Experienced with all Microsoft Office products, WordPerfect, Lexis/Nexus, Westlaw, PACER, as well as court docketing and electronic filing systems.

### **Senior Customer Service Representative**, 2001- 2008

*Bank of America – Portland, Oregon*

- Cross trained teller staff on relationship building and client maintenance.
- Educated clients on products and services that would benefit their unique situations.

## EDUCATIONAL BACKGROUND

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### **Juris Doctorate** – Attended from June 2008 to August 2010.

*Concord Law School – Los Angeles, California*

Intend on returning at a later date and completing degree.

**Master of Science, Criminal Justice – June 2008**

*Portland State University – Portland, Oregon*

Thesis: Decoding the Livesay Letters: Prosecutorial Discretion in Death-Eligible Cases

**Bachelor of Arts, Criminology and Criminal Justice – June 2005**

*Portland State University - Portland, Oregon*

Areas of Concentration: Psychology, Death Penalty, Restorative Justice

**SPECIALIZATION EDUCATION**

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Capital Case Defense Seminar – 2011  
Mitigation, Mental Health/Juror Issues  
*California Attorneys for Criminal Justice*

Crisis Management Training – 2010  
Terrorism- Islam and the Radicalization Process  
*Federal Bureau of Investigation*

International Forensics Experts - 2010  
Understanding the Forensics  
*Oregon Criminal Defense Lawyers Assn*

Capital Case Defense Seminar – 2010  
Evidence, Legal Ethics, Elimination of Bias,  
Appeals and Writs  
*California Attorneys for Criminal Justice*

Capital Case Defense Seminar – 2009  
Trial Advocacy; Writ, Appeals and Ancillary  
Proceedings; Legal Ethics  
*California Attorneys for Criminal Justice*

National Assn. of Social Workers – 2009  
Clinical and Forensic Issues in Child Abuse  
*Oregon Play Therapy Association*

Innocence Network Conference– 2008  
Policy and Litigation Issues Regarding Wrongful  
Conviction  
*Northern California Innocence Project*

Capital Case Defense Seminar – 2008  
*California Attorneys for Criminal Justice*

Habeas Assistance Training - 2008  
*Habeas Corpus Resource Center*

Appellate Conference and Orientation Training  
– 2008  
Newly Appointed Counsel Training  
*California Appellate Project*

Capital Case Defense Seminar – 2007  
*California Attorneys for Criminal Justice*

**PROFESSIONAL AFFILIATIONS**

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California Attorneys for Criminal Justice  
California Prison Focus  
Oregon Women Lawyers Association  
Death Penalty Focus  
Amnesty International

Oregon Capital Resource Center  
Oregon Capital Defense Lawyers Association  
Oregonians for Alternatives to the Death  
Penalty

References available upon request