

# **Kimberly M. Tocco**

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## **EDUCATION**

**Lewis & Clark Law School**, Portland, OR

Oregon Bar Admission, 2010

Juris Doctor, 2010

Honors: Notes & Comments Editor, *Environmental Law Review*

Scholar's List, Spring 2010

Honors Appellate Brief, Moot Court

Dean's Fellowship, 2007 – 2008

**Florida State University**, Tallahassee, FL

Master of Social Work, 1998

**University of Florida**, Gainesville, FL

Bachelor of Science in Psychology, with Honors, 1994

## **EXPERIENCE**

***Contract Attorney, 2011 – Present***

- Performed complex document reviews using e-discovery database
- Analyzed client medical records in preparation for federal bench trial

**O'Donnell Clark & Crew, LLP, Portland, Oregon**

***Law Clerk (Licensed Attorney), 2011***

- Researched and drafted civil pleadings, memoranda, and discovery requests involving elder abuse claims, public law disputes, and institutional abuse lawsuits
- Supported senior attorneys in all phases of litigation, including legal research, brief writing, motion practice, and document review
- Participated in client conferences and attended court hearings and mediations

**Kaiser Permanente Northwest/KD Staffing, Portland, Oregon**

***Utilization Review Coordinator, August 2010 – June 2011***

- Issued written denial notices to health plan members in compliance with state and federal regulations
- Provided written contract and benefit clarification to members
- Resolved customer grievances and appeal requests in consultation with administrative and medical staff

**MacMillan Scholz & Marks, PC, Portland, Oregon**

***Law Clerk, 2009***

- Prepared discovery requests and responses related to construction defect litigation and insurance subrogation actions

- Drafted civil complaints and motions, miscellaneous correspondence, and internal memoranda
- Conducted legal research and extensive document reviews

**Lewis & Clark Law School, Portland, Oregon**  
***Research Assistant, 2008***

- Performed legal research on federal administrative and environmental law issues in support of Pacific Environmental Advocacy Center

**Wilkes & McHugh, P.A., Tampa, Florida**  
***Paralegal, 2000 – 2007***

- Researched and drafted civil pleadings, memoranda, and discovery requests and responses
- Analyzed extensive evidentiary documents (e.g., medical records, corporate filings, deposition testimony) and provided written and verbal summaries
- Assisted senior trial attorneys with all phases of civil litigation

**Georgia Academy for Children & Youth Professionals, Atlanta, Georgia**  
***Researcher and Writer, 1998 – 1999***

- Evaluated research-based prevention and treatment programs targeting youth substance abuse
- Translated scholarly research into reader-friendly website content

**FSU Center for Prevention & Early Intervention Policy, Tallahassee, Florida**  
***Research & Program Assistant, 1997 – 1998***

- Coordinated and facilitated focus groups and client interviews with diverse community populations
- Conducted assessments of maternal and infant health care and county social services
- Performed qualitative data analysis and co-authored research reports

**University of Central Florida, Orlando, Florida**  
***Program Advisor, 1996***

**Texas Tech University, Family Therapy Clinic, Lubbock, Texas**  
***Clinic Coordinator, 1995***

**United Way of Alachua County, Gainesville, Florida**  
***Information Specialist, 1994 – 1995***