

Education

Portland Community College - Paralegal Certificate

Expected Completion September 2011

- G.P.A 3.80

University of Oregon - Bachelor of Arts

Fall 2005-Spring 2009

- Major: Political Science

Experience

Intern • Federal Public Defender District of Oregon • Portland OR

March-May 2011

- Created transcript digests and drafted exhibit lists.
- Made public record requests.
- Scanned and organized case files using Concordance and Casemap.
- Managed six line phone system.

Office Intern • Office of Portland City Commissioner Nick Fish • Portland, OR

October 2010-February 2011

- Researched issues and prepared the Commissioner for meetings and events.
- Initiated outreach to 40-50 community associations.
- Drafted correspondence and ordinances.
- Published 4 articles on the Commissioner's webpage.
- Summarized legislative documents to assist staff.
- Prepared talking points and speeches for the Commissioner.

Warehouse Assistant • Marley Brown Lumber Service • Portland, OR

April-October 2010

- Managed deliveries and assisted with lumber inventory.
- Relayed messages concerning special orders and deliveries.
- Billed and applied credits to customer accounts.

Club Service Professional • Bethany Athletic Club • Portland, OR

November-April 2010

- Maintained member files and safety records.
- Managed front desk, greeted members, and verified membership.
- Followed security protocols for account charges and accounts receivable.

Office Support Intern • Free Geek • Portland, OR

September-November 2009

- Coordinated schedules for individuals and groups of 10-40 volunteers.
- Answered and returned calls, effectively delivered messages.
- Managed and filed front desk documents, stocked office supplies.

Program Staff • TOGA (Tigard Organized Great Activities) • Tigard, OR

September-November 2009

- Mentored middle school youth through group activities.
- Assisted students with homework assignments.

Gym Supervisor • Boys and Girls Clubs of Emerald Valley • Eugene, OR

May-August 2009

- Planned and supervised daily athletic activities for groups of 20-40.
- Supervised field trips for groups of 20-40 using public transportation.

Community Involvement

Renters Rights Hotline – Field phone calls to answer renters' questions.

January 2011-Present

City Club of Portland – Member

December 2010-Present

SE Works – Tutored individuals to obtain their GED.

September 2010-Present

Boys and Girls Clubs of the Emerald Valley – Mentored youth and led sports activities.

March-May 2009