

**Katrin Lichtenstein**  
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### ***Education***

**Associate of Applied Science, Paralegal, Portland Community College**, Portland, Oregon  
March 2012, An American Bar Association Approved program.

**Associate in Arts, Santa Rosa Junior College**, Santa Rosa, California  
December 2008

- Graduated with highest honors
- Semester study abroad: London
- *Mildred Norton Memorial Scholarship (Merit based)*
- *Exchange Bank Doyle Scholarship*

### ***Work History***

**Portland Federal Defender's Office**, Portland, Oregon

Intern

January 2012—March 2012

- Reviewed and organized client files to satisfy client queries
- Summarized 20 hours of recorded phone calls to facilitate an understanding of the case
- Attended Continuing Legal Education seminars to increase understanding of legal subjects
- Collected and distributed mail from multiple federal departments
- Reviewed trial transcripts and prepared a digest to facilitate understanding of the proceedings
- Managed incoming calls at the front desk using a six line phone system
- Categorized and reviewed hundreds of documents using Concordance to determine if they should be produced
- Transcribed recorded conversations to prepare for trial

**Northwest Staffing Resources**, Portland, Oregon

October 2009 – November 2011

Mail Clerk, Towers-Watson (Formerly Aliquant), Portland Oregon

October 2009 – November 2011

- Collated and folded hundreds of confidential client forms
- Organized and stuffed packets for mailings and assisted with monthly inventory
- Operated office machines
- Located and re-shelved materials
- Performed quality control for myself and other team members

**Wollborg/Michelson Personnel Service**, San Rafael, California  
March 2006 – May 2009

Library Clerk, Kingsford Capital Management, Point Richmond, California  
June 2006 – May 2009

- Created and maintained lists of several hundred companies and information
- Assisted with research projects and directed principles to materials and info.
- Gathered information using the internet
- Reviewed materials for pertinent information and devised a spreadsheet to highlight results
- Organized and maintained the organization of several hundred research files
- Categorized, archived and labeled hundreds of books, magazines, and other ephemera
- Maintained and added information to a database of hundreds of companies

Stocking Assistant at Nordstrom's, Corte Madera, California  
June 2006:

- Organized and arranged merchandise
- Continuously maintained sales racks to increase customer access
- Assisted sales clerks during peak periods
- Directed customers to services or departments

### ***Qualifications***

- Familiar with Concordance and both Mac and PC platforms
- Ability to organize hundreds of items, and creating corresponding lists
- Work independently and with researchers on projects and in project groups
- Six years experience organizing, data, files, materials
- Familiar with library archival systems and working with professionals

### ***Extracurricular Experience***

**Completed National Novel Writing Month**, Online, International  
Wrote at least 50,000 words of fiction in November

- Every November: 2005-2011
- Won seven years in a row

**San Geronimo Teen Center**, San Geronimo, California,  
Coordinated and led the production of the 'Zine in Spring, 2003

- Publicized the 'Zine in middle school classrooms.
- Collected and organized submissions
- Assisted with layout
- Researched and handled printing and distribution