

Education

Portland Community College - Paralegal Certificate

December 2011

- G.P.A 3.80

University of Oregon – B.A., Political Science

Fall 2005-Spring 2009

- Rugby team Captain

Experience

Paralegal • Federal Public Defender District of Oregon • Portland, OR

October 2011-December 2011

- Compiled information from discovery for expert review.
- Created databases using LexisNexis software.
- Reviewed discovery for attorney follow-up.

Legal Assistant • Liberty Mutual Group • Portland, OR

June–September 2011

- Developed file intake procedures for Oregon worker compensation claims.
- Completed time sensitive file intake for Oregon and California offices.
- Prepared documents for hearings and drafted pleadings and correspondence.

Intern • Federal Public Defender District of Oregon • Portland, OR

March-May 2011

- Created transcript digests and summarized court proceedings.
- Submitted public record requests and drafted exhibit lists.
- Evaluated and organized case files and discovery using litigation software.

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

October 2010-February 2011

- Researched issues and summarized legislation to assist Commissioner and staff.
- Initiated outreach to 40-50 community associations.
- Drafted correspondence and ordinances and published articles on the Commissioner's webpage.

Warehouse Assistant • Marley Brown Lumber Service • Portland, OR

April-October 2010

- Managed deliveries and lumber inventory.
- Billed and applied credits to customer accounts.

Club Service Professional • Bethany Athletic Club • Portland, OR

November-April 2010

- Managed front desk, greeted members, and verified membership.
- Updated account charges and accounts receivable following security protocols.

Office Support Intern • Free Geek • Portland, OR

September-November 2009

- Coordinated schedules for individuals and groups of 10-40 volunteers.
- Oversaw donations and educated donors on Oregon energy policy.

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

September-November 2009

- Directed reading and homework groups of 5-10 middle school students.
- Mentored middle school youth through group activities.

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

May-August 2009

- Planned and supervised daily athletic activities and field trips for groups of 20-40.
- Co-ordinated the "Sports Club" helping members to build leadership through sports.

Community Involvement

City Club of Portland – Member.

December 2010-Present

Renters Rights Hotline – Fielded phone calls to answer renter questions.

January 2011-Present

Give With Liberty Leadership – Planned events and raised awareness for giving campaign.

September 2011

SE Works – Tutored individuals to obtain GED.

September 2010-August 2011

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

March-May 2009