

## **SUSAN CORBETT**

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### **EDUCATION**

#### **Paralegal Certificate Program, University of Nevada Las Vegas, 2004**

- General studies in preparation for paralegal career included ethical considerations, legal research, legal writing, citation form, interviewing, law office investigation, pleading preparation, coordination of discovery, basics of arbitration, legal form preparation.
- Substantive Course focus on Family Law and Constitutional Law.

#### **Bachelor of Arts, University of Cincinnati, 1988**

- Political Science, B.A.
- Studies included government structure, comparative government, judicial processes, political theory, logic, statistics.

### **WORK EXPERIENCE**

#### **Tonkon Torp LLP, September 2007-Present, Litigation Paralegal**

- Management of commercial litigation cases from Complaint through Trial.
- Use of TrialMax and Sanction trial software for presentation of documents and exhibits in fourteen trials.
- High volume case document control.
- Draft pleadings and responses.
- Prepare large volume of documents and other media for production.
- Daily work with Summation database software program to organize and analyze case facts and documents.
- Daily work with CaseMap and TimeMap software for case organization.
- Proficient in all rules and processes for Electronic Discovery.
- Daily use of all Microsoft Office software.
- Work in a team atmosphere to achieve project goals.
- Legal research using Lexis and Westlaw.
- Member of e-Discovery committee.

#### **Tonkon Torp LLP, September 2006-September 2007, Corporate Law Legal Assistant**

- Involved in Mergers and Acquisitions.
- Use of Corporate Focus software to maintain corporate minute books.
- Support of three Associate Attorneys.
- Responsible for Blue Sky notices for several projects.
- Responsible for organization of all documents needed for closings.
- Created and maintained Closing Binder notebooks for transactions.

**Kamer Zucker Abbott, April 2005-September 2006, Labor and Employment Paralegal**

- Worked in a team environment with all Partners and Associates.
- Involved directly in litigation of Employment Law cases from Complaint through Trial.
- Preparation of pleadings and correspondence on a daily basis.
- Coordination of Arbitration Hearings.
- Weekly contact with the Equal Opportunity Commission to coordinate cases and deadlines.
- Responsible for coordination of daily schedules for supervisors.
- Responsible for all firm docketing utilizing Amicus Attorney software.
- Daily work with Summation software to organize and analyze case documents.
- Legal Research using Westlaw.
- Utilization of Electronic Case Filing for the United States District Court District of Nevada.

**Beckley Singleton Law Firm, June 2004-March 2005, Paralegal**

- Facilitated the discovery of medical records in high volume diet drug litigation Phen-Fen.
- Coordination and organization of discovery for over 400 plaintiffs utilizing Access Database software.
- Responsible for reviewing and summarizing medical records.
- Prepared pleadings and correspondence for over 400 plaintiffs utilizing WordPerfect 12 and Word 2003.
- Scheduled and summarized depositions.
- Extensive skip trace research.

**Palace Station Casino, April 1991-November 2004, Food Server**

- Success in fast-paced, high pressured environment.
- Time management.
- Coordination of service to the customer.
- Prioritizing tasks.
- Highly effective communication skills.
- Extreme organization handling a multiplicity of duties.
- Delegation of tasks to subordinates.

**COMPUTER SKILLS**

- Successful completion in Clark County Community College (Nevada) **Microsoft Office Suite** software course.
- Advanced proficiency in **Microsoft Word, Excel, Outlook, PowerPoint.**
- Advanced proficiency in **CaseMap, TimeMap, NoteMap, Sanction, TrialMax**
- **Summation** power user.
- Proficient user of **Worldox** and **Interwoven** document management systems.
- Proficient in **Access, Amicus, Javelin, Tabs** and **Elite** software programs.

**PROFESSIONAL ACTIVITIES**

- Advertising Chair of Oregon Paralegal Association.
- Currently studying for PACE exam for Registered Paralegal status.