

JENNIFER ANDERSON

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- OBJECTIVE:** To obtain a paralegal position in a challenging and stimulating environment, which emphasizes effectuating the client's goal in a timely, efficient and cost effective manner.
- EDUCATION:** Paralegal Certificate - 2002 College of Legal Arts, Portland, Oregon
Bachelor of Science in Secondary Education - 1994 University of Portland, Portland, Oregon
- 9/2001 - present **O'DONNELL & CLARK LLP, PORTLAND, OREGON**
Civil Litigation Paralegal
- Conduct initial client intake of potential new clients;
 - Maintain impeccable organization of client files;
 - Conduct comprehensive review and coordinate detailed organization of discovery;
 - Facilitate witness interviews;
 - Draft pleadings including but not limited to Requests for Production, Requests for Admission, document and deposition subpoenas, and motions and proposed orders throughout the litigation process;
 - Assist attorneys and clients with deposition preparation;
 - Properly maintain the litigation docket calendar according to the mandated local county, state and federal rules of civil procedure;
 - Assist attorney in all phases of trial preparation including but not limited to preparing witness notebooks, trial notebooks, exhibits and drafting of certain trial pleadings;
 - Assist attorney with all aspects of preparation for mediations and settlement conferences including preparation of mediation statements and accompanying documents;
 - Experienced in appellate work for the State of Oregon, specifically preparation and filing of brief according to the Oregon Rules of Appellate Procedure;
 - Proven practice skills for the U.S. District Court pursuant to the Federal Rules of Civil Procedure.
- 3/2000 to 6/2000 **MEDICALOGIC, INC., HILLSBORO, OREGON** (position eliminated due to company merger)
Customer Relations Coordinator for an Internet based electronic medical records company
- Designed a process and module to streamline customer feedback via the MedicaLogic website;
 - Supported the Product Marketing and Product Management Departments through collection and analysis of customer feedback as it related to the product roadmap;
 - Traveled nationally to customer sites, acting as a relationship liaison between the customer and MedicaLogic.
- 2/1998 to 3/2000 **MICROAGE TECHNOLOGY SERVICES, PORTLAND OREGON**
Account Manager for an information technology and enterprise systems integration services company.
- Key manager of large enterprise IT projects including: resource allocation, risk assessment, budget management, process management and problem solving;
 - Generated, managed and executed client contractual terms and conditions surrounding sales of product and services and project implementation.
- 7/1996 to 2/1998 **MANAGEMENT RECRUITERS OF PORTLAND, PORTLAND, OREGON**
Recruiter-Temporary Staffing
- Recruited qualified candidates to work in contract and temporary capacities throughout the Portland metro area, in a variety of administrative roles.
- 7/1994 to 6/1996 **OUR LADY OF SORROWS SCHOOL, PORTLAND OREGON**
Teacher for Grades 7 & 8