



JESS KNOWLAND

WANT THE BEST? YOU NEED JESS!

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SENIOR LEVEL PARALEGAL

TOP SPECIALIST IN LITIGATION, ORGANIZATION, CONTRACTS, AND CASE DEVELOPMENT

American Bar Association Paralegal Certificate with High Honors

Bachelor Degree with Honors in Mathematics and Computer Science

Over 8 years of experience in Contract, Procurements and Agreements

Over 15 years of experience in Complex Case Litigation

Over 12 years of experience in Trial Support and Preparation

PROFESSIONAL EMPLOYMENT HISTORY

Senior Corporate & Intellectual Property Paralegal

Veleke Manufacturing, Inc.

1998-Present

- Drafted, finalized, negotiated and managed all aspects of contracts, agreements, Real Estate leases and business loans.
- Negotiated high value contracts and agreements, and explained legal procedures and processes to department heads, and taught classes on legal topics and other areas.
- Collected documents and prepared Patents and Trademarks for U.S. and International filings, and maintained a cloud database of the Intellectual Property portfolio.
- Organized and coordinated prosecution and litigation matters with company personnel and other respective parties and firms.
- Examples of software used: Microsoft Office, Word, WordPerfect, Excel, Time Slips, Anaqua, and various legal, accounting, management and organization software.

Note: Company moved operations to Hawaii.

Paralegal Manager

Homeowner Resource Center

2006-2010

- Worked with Homeowner Associations, Condo Associations and Cooperatives in Oregon and Washington managing and resolving their business and legal matters.
- Drafted, processed and electronically filed Bankruptcy Creditor forms for the associations, and managed the cases from start to completion.
- Assisted counsel on construction and contract litigation, real estate transactions and title transfers, and other legal areas.
- Organized and managed all litigation files, drafted, prepared and filed legal pleadings, answered production requests, prepared notebooks, and supported the attorney at trial.
- Examples of software used: ECF, PACER, Microsoft Office, Word, WordPerfect, Westlaw, PowerPoint, Accurint, Summation, Access, ProLaw, Trial Director, Time Slips, Time Matters, QuickBooks, and other legal, management and organizational software.

Note: Company closed because of poor economy.

Senior Litigation Paralegal

Hoss and Wilson-Hoss

2004-2006

- Hired, supervised, directed, trained and instructed staff on legal writing and research, assigned and monitored work, conducted performance reviews.
- Maintained large case load with billable hours, drafted, prepared and filed pleadings, complaints and briefs, answered and sent production requests and interrogatories.

NOTES:

Senior Litigation Paralegal {continued}

- Investigated, interviewed, and coordinated witnesses and experts, prepared summaries, evidence and trial notebooks, assisted and supported attorney at trial and depositions.
- Managed accounting functions including accounts payable and receivable, payroll, invoicing, budgeting and reconciled business and trust accounts.
- Examples of software used: Microsoft Office, QuickBooks, Electronic Filing, ECF, PACER, Accurint, Summation, Time Matters, WordPerfect, and other software.

Note: 2 year contract employment position.

Litigation Paralegal

Griffin & McCandlish

2003-2004

- Drafted, prepared and submitted pleadings, motions and other legal documents including subpoenas, production requests, and general correspondence.
- Maintained large case load with billable hours, organized files, summarized records, communicated with clients, experts, courts, opposing parties and others.
- Calendared case dates, researched cases using cite checking, Westlaw, Blue Book and other available tools, supported depositions, mediations and trials.
- Created and prepared evidence and trial notebooks, prepared expert list and coordinated schedules, supported and assisted attorney at trials, depositions, etc.
- Examples of software used: Microsoft Office, WordPerfect, Summation, Time Matters, Westlaw, SeaBill, Trial Director, and other legal, trial and organizational software.

ADDITIONAL CAREER INFORMATION

Litigation Support Manager

Trial Consultants, Inc.

- Worked with e-document software and paper systems to prepare trial binders, presentations of exhibits, and presentation of expert witness material.

Regional Paralegal Manager

United States Government

- Increased support for all the legal staff including working closer with department chairs and managers and created cost effective procedures that increase work production.

Pathologist Assistant

Good Samaritan Hospital

- Trained in hospital and forensic pathology and autopsy procedures, medical terminology, cytology, histology, gross room and staining procedures.

EDUCATIONAL BACKGROUND

B.A. - Mathematics with Computer Science

Lewis and Clark College

Graduated Summa Cum Laude

Paralegal Certification

United States Government

Graduated with Highest Distinction

Continuing Legal Education

Various Locations

Various Legal, Organizational and Management Training

Cloud Based Server Systems

Developmental Software

Intellectual Property and Database Management

Electronic Court Filing Systems

Federal and State Courts

List of Volunteer Activities Available Upon Request

Willing to Relocate