

**Kelly Hannan**  
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### **Objective**

Paralegal/ Legal Assistant/Customer Service Position

### **Skills and Qualifications**

- Highly motivated, detail oriented individual that works well independently or in a team setting. Recognized for creativity, professionalism and resourcefulness.
- Strong oral, written and interpersonal communication skills
- Excellent grammar and punctuation skills
- Proficient in Microsoft Office, Word 2007, Excel and PowerPoint
- Skilled at working with the public/exceptional customer service focus

### **Education and Training**

#### **Sumner College of Legal Arts, Portland, Oregon - Paralegal Certificate**

Courses in Ethics, Legal Writing, Westlaw, Civil Litigation, Tort Law, Contract Law, Business Law, Real Property Law, Family Law, Estate Law and Administrative Law.

### **Recent Employment History**

#### **Law Office of Richards E. Fowlks**

Portland, Oregon

**Intern - October 2010 - January 2011**

*Assist five attorneys in office: preparing correspondence, court documents, reception, telephones, filing, and mail*

#### **Marandas and Perdue, LLC**

Portland, Oregon

**Intern – April 2010 - August 2010**

*File management, preparing discovery, photocopying, and project assistance*

#### **Nathan and Company**

Oakland, California

**Manager - March 2006 - December 2009**

*Maintained relationships with customers and vendors, performed key holder duties - opening/closing/banking*

***References available upon request***

