

Joseph Buckmaster

Legal Specialist

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Work Experience

Legal Process Specialist

Wells Fargo Bank NA - Portland, OR

July 2006 to October 2011

As a Legal Process Specialist I was required to maintain a high performance volume with time sensitive tasks that include legal document review, account monitoring, legal research and customer service to internal and external clients. Specialists review court documents, laws and regulations to identify Wells Fargo's ability to comply with the legal requirements. This process can include: review of the document itself; conversations with bankers, attorneys and customers; and research using various databases. Specialists also monitor the accounts and provide support to bankers and customers for transactions processed on the accounts. Monitoring the accounts included expertise with proprietary computer software, systems, various databases and internet research sources.

Operations Processor (contract to Wells Fargo Bank NA through Manpower)

Manpower - Portland, OR

February 2006 to July 2006

As a processor in the SAR department I was required to maintain a high performance volume with time sensitive research and investigation tasks that required problem solving, analyses of complex transaction history and customer history using multiple systems and documentation sources to identify unusual and/or suspicious activity. Investigation and analyses of accounts required accounting skills and a high level of accuracy with extensive knowledge of internal Wells Fargo systems and external data sources. The position required excellent time management, organizational skills, document creation, word processing and the ability to handle high pressure deadline intensive work environments.

Associate Attorney

Law Office of Susan Ford Burns - Portland, OR

January 2005 to January 2006

As an associate attorney I was responsible for a variety of duties in a time sensitive environment that required a high degree of accuracy and control. Associate attorneys counsel clients in legal and financial matters. Investigation and monitoring of the laws and regulations, legal trends, market trends and financial aspects of each individual client's needs often require making astute observations and decisions based upon a variety of investigational techniques. This position also required extensive organization, word processing, filing, document generation, maintenance and navigation of databases. bookkeeping skills and the ability to handle extremely high pressure deadlines.

Service Manager (front end operations)

Wild Oats Markets - Portland, OR

August 2001 to January 2005

As a Service Manager for Wild Oats I was required to maintain a very high degree of customer service while managing the work flow and counseling employees. Managing the workflow required the ability to analyze and conceptualize sales trends on a daily and weekly basis while keeping in mind the relative skill of level of the employees available for scheduling. This position required that managers develop a plan to assist all departments complete merchandising schemas, safety and cleanliness goals and report staffing and sales goals. Managers are also responsible for motivating and assessing team members then providing feedback and counseling to help the team member develop an action plan to improve their skill level and value to the company. Technically as a Service Manager I was only responsible for the cashiers and front end operations. However, during my tenure in the position the store was in a time of transition and my duties included helping all managers in the store to coordinate staffing requirements, cross-training of staff and developing and maintaining communication between the Store Manager and Departmental Managers.

Law Clerk, Associate Attorney

Law Office of Susan Ford Burns - Portland, OR

May 2001 to September 2002

As an associate attorney I was responsible for a variety of duties in a time sensitive environment that required a high degree of accuracy and control. Associate attorneys counsel clients in legal and financial matters. Investigation and monitoring of the laws and regulations, legal trends, market trends and financial aspects of each individual client's needs often require making astute observations and decisions based upon a variety of investigational techniques. This position also required extensive organization, word processing, filing, document generation, maintenance and navigation of databases. bookkeeping skills and the ability to handle extremely high pressure deadlines.

Mail Clerk

Associated Third Party Administrators - Portland, OR

September 1995 to August 1998

As a mail clerk my primary responsibility was timely and efficient operation, maintenance, scheduling and management of all mail room operations. This included supervising contract employees and coordinating with the operations manager for work flow and staff availability. My secondary responsibility was maintenance of a PC based LAN network and transitional training of team members moving from 3270 mainframe architecture to the PC environment.

During a building remodel I was also tasked with being the liaison between the contractor and management as well as coordinating staff and equipment schedules to minimize construction impact on operations.

Special Education Assistant

Madison County Idaho School District - Rexburg, ID

October 1994 to June 1995

I was an educational assistant to the kindergarten teacher at a rural elementary school. My primary focus was on special needs children and offering assistance and special projects/lessons to minimize the impact of the special needs on the class as a whole.

Bulk Foods Department Manager

Nature's Fresh NW - Beaverton, OR

November 1990 to September 1994

My responsibilities as department manager included supervision of employees, inventory tracking and ordering, cashiering, coordination with other departments to maximize cross selling and product presentation and providing outstanding customer service.

Education**Juris Doctor in Law**

Northwestern School of Law of Lewis and Clark College - Portland, OR

January 1998 to January 2001

BA in English

Portland State University - Portland, OR

January 1989 to January 1994

Skills

Legal Analysis, Legal Research, Legal Drafting, Counseling, Windows based hardware and software, inventory management, staff training, staff scheduling, internet research, real estate transactions, data analysis, legal compliance, writing, customer service.

Additional Information

Eagle Scout