

JILLIAN L. CHRISTIAN

2310 SE Woodward St.
Portland, OR 97202

503.830.7341
j.christian@alumni.reed.edu

Self-directed, detail oriented employee seeks additional filing and record management experience in legal support environment.

QUALIFICATIONS

Familiarity with legal terminology and file management systems. Adapts quickly to new tasks and environments; thrives on multiple tasks. Excellent research and writing skills. Windows 95/98/XP/ME/7, Mac OS X, Microsoft Office, Microsoft Access, Maxwell accounting software.

EXPERIENCE

Apprentice Laborer

James W. Fowler Co.

2/10-12/10

- Coupled and uncoupled utilities for 84" and 54" microtunnel boring machines, ran surface bentonite lubrication system, assisted in mobilization/demobilization of microtunnel boring machine, separation system, and related equipment
- Assisted MTBM operator in assembly and cleaning of Herrenknecht M-1449 MTBM
- Experience programming below-ground bentonite lubrication system for Herrenknecht MTBM
- Assembled tunnel rescue documents in Microsoft Excel and Microsoft Word

Supervisor: Phil Hollingsworth
philh@jwfowler.com, 503.932.2987

Administrative Assistant

Frank Coluccio Construction Co.

9/08-2/10

- Supported project manager and superintendent in the field by routing incoming telephone calls, ordering materials and supplies and recording and submitting timecard information for multiple crews on site.
- Constructed and maintained filing systems for all documentation relevant to three concurrent heavy civil construction projects, each with a value of up to 20 million dollars.
- Applied for building permits and right-of-way permits.
- To comply with Department of Ecology Stormwater Pollution Prevention Program as certified erosion and sedimentation control lead, maintained daily water quality records for erosion control and dewatering systems. Submitted weekly site inspection reports to project owner.
- To ensure Department of Ecology dewatering well permit compliance, monitored flow and water quality daily; initiated notices of intent to construct and decommission dewatering wells; submitted well logs monthly to the Department of Ecology and maintained all related documentation.
- Created and maintained extensive force account change order database tracking five months of labor, equipment, and materials associated with a multi-million dollar claim associated with contract termination for convenience.
- At Coluccio main office, routed incoming invoices to project managers, entered subcontractor payroll data and invoice data into Maxwell accounts payable system, filed invoices from the field, and routed incoming phone calls in support of payroll, accounts payable, and accounts receivable.

Supervisor: Colleen Combs
colleen@coluccio.com, 206.722.5306

Receptionist

Hertog & Coster PLLC, Seattle, WA

Temporary placement via Woods & Associates, 3/08-4/08

- Photocopied legal documents
- Scanned and updated client files
- Routed incoming telephone calls

Supervisor: John H. Hertog
johnh@hertogcosterlaw.com, 206.587.6556

References available upon request.

