

June 30, 2011

Melissa Williams  
PO Box 1945  
Oregon City, OR 97045

Staffing Solutions, LLC  
Portland, OR

Subject: Litigation Case Manager Paralegal

Dear Sir or Madam,

Please accept this letter of interest and attached resume for the contract-to-hire Litigation Case Manager Paralegal position in Portland, OR.

I have a Bachelor's degree of Science in Biology from the University of Oregon and a Master's Certificate of Technical Writing from Northeastern University in Boston. My experience includes over five years as Technical Writer/Technical Liaison managing large litigation cases for a patent law firm, as well as project management and document production oversight for a large engineering consulting firm.

My strong written and verbal communication skills greatly facilitate achievements in these areas. My ability to interpret complex technical or legal concepts and meaningfully communicate salient points to legal experts or laypersons is outstanding.

I hope to be considered a candidate for the Litigation Case Manager Paralegal position and look forward to the opportunity to interview.

Sincerely,

Melissa Williams

Encl: Resume

## Melissa Williams

PO Box 1945  
Oregon City, OR 97045

(503) 655-7604  
sfec@live.com

### Education

B.S. Biology - University of Oregon  
Master's Cert. Technical Writing - Northeastern University Graduate School

### Software & Computers

Equally proficient with PC and Mac platforms; MS Word, Excel, PowerPoint and Access; Quickbooks. Adobe Photoshop, Lightroom, Dreamweaver and Fireworks.

### Career Summary

Legal	
<b>Fish &amp; Richardson</b> Patent Law firm Boston, Massachusetts  <b>Technical Writer/Technical Liaison</b>  5 ½ years	<u>Litigation</u>  Interviewing client Fortune 100 Executives and R&D staff; collecting and reviewing hundreds of corporate files and lab notebooks; analyzing contents to identify significant product development events; presenting findings relied on by attorneys to build successful patent infringement cases; organizing discovery documents, preparing court documents, and providing court room support.  Managing multiple projects simultaneously.  <u>Patent Prosecution</u>  Researching novelty and non-obviousness of proposed inventive concepts. Drafting U.S. and foreign-filed patent applications.
Project Management	
<b>CH2M Hill</b> Redding & Sacramento, CA  <b>Planner</b>  4 years	Project Coordinator responsible for the preparation of the vastly complex Central Valley Project Improvement Act Programmatic Environmental Impact Statement (PEIS). Responsibilities included managing submittal schedule of document sections written by numerous senior staff from two different large consulting firms, editing/re-writing text for consistent style and accuracy, and managing staff responsible for final document production. This project was highly politically charged, spanned several years, and was co-directed by two consulting firms due to project scope and magnitude.  Data validation of Iron Mountain Mine Superfund site water quality data—constructing queries and pivot tables in Access to analyze data for anomalies.