

# Betsy L. Haverkost

0677 SW Lowell Street #352, Portland, OR 97239  
360-690-6657  
blhaverkost@gmail.com

## EDUCATION

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### **Willamette University College of Law**

**Salem, OR**

*J.D. 2013*

- Merit Scholarship recipient
- Willamette Law Online, Writer: Intellectual Property Division

### **University of Puget Sound**

**Tacoma, WA**

*B.A. Business and Leadership 2010*

*B.A. Psychology 2010*

- Dean's List
- Trustee's Scholarship recipient
- Business Leadership Program

## EXPERIENCE

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*Bar Admission: Oregon State Bar, 2013*

### **Contract Attorney/Legal Coordinator**, Tripwire, Inc. September 2013-Present

**Portland, OR**

- Negotiated contract terms with prospective customers
- Drafted corporate minutes, equity repurchase notices, and other confidential documents
- Maintained and audited the corporate stock ledger
- Monitored intellectual property issues and worked with outside counsel to develop company portfolio
- Performed high-level executive assistant tasks for the Vice President & General Counsel
- Tracked and managed lease agreements for out-of-state and international office locations

### **Office Manager/Law Clerk**, Whitford Law Offices, LLC, 2011-2013

**Salem, OR**

- Researched and wrote legal memos on employment and labor law issues
- Drafted court documents, such as answers, motions, and orders
- Managed attorney schedules, client accounts, and vendor accounts
- Managed and processed payroll, banking relationships, and tax filings

### **Extern**, Oregon Court of Appeals, Spring 2013

**Salem, OR**

- Researched and wrote legal memos on procedural and substantive motions
- Drafted judicial opinions for the Appellate Commissioner
- Attended and participated in monthly meetings with Chief Judge Haselton and the Motions Panel

**Other Work Experience:** retail sales, banking, information technology intern

## HOBBIES

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Long-distance running, organizing, sewing, and trying new restaurants

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### **REEFERENCES**

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#### **Ambyr O'Donnell**

Current Employer and Attorney Mentor  
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#### **Trent T. Whitford**

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#### **Jim Nass**

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