

JESSICA J. CHURCH

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EDUCATION

*Bachelor of Arts, English, **University of Oregon***

*Paralegal Certification, in progress, **Portland Community College***

LEGAL and ADMINISTRATIVE

*Paralegal Intern, **Whipple & Duyck, P.C.**, Portland, OR 2012*

- Prepared drafts of production requests, answers, and requests for admissions.
- Developed coding system to identify digitally archived files.

*Accounting Office Assistant, **Three J'S Distributing**, Clackamas, OR 2007-2011*

- Balanced payment totals in spreadsheet format.
- Created formulas for processing profit and loss reports.

*Client Advocate, **Domestic Violence Advocacy Center**, Eugene, OR 2005-2006*

- Assisted in preparation and filing of court documents.
- Provided community resource contact information for clients.

CUSTOMER SERVICE

*Server/Hostess, **Yoshida's Riverview Restaurant**, Sandy, OR present*

- Greeted and seated guests according to reservation schedules.
- Handled guest and vendor inquiries on multiple phone lines.

*Lead Server/FOH Manager, **Crossroads Grille**, Eugene, OR 2001-2003*

- Coordinated catering calendar and event scheduling.
- Implemented wine inventory and tracking system.

*Service Attendant, **Portland Hilton and Executive Tower**, Portland OR 2008-2010*

- Supported six departments in substitute positions.
- Received "Catch Me at My Best" reward for outstanding customer service.

SKILLS AND CERTIFICATIONS

MS Word, Excel, Access, Publisher, Outlook and PowerPoint
Amicus
Adobe Acrobat
LexisNexis, Fast Case, OJIN
Oregon Notary Public, commission expires 10/16/2016

VOLUNTEER ACTIVITIES

SMART Elementary Reading Tutor
Volunteer Witness, Oregon State Bar Trial Advocacy College
Aquatics Coach, Lane County Special Olympics