**Professional History**

**Legal Assistant**

**McDowell Rackner & Gibson PC (Portland, Oregon)**

**February, 2010 – October, 2011**

* Legal Assistant to partners and associates in firm of seven attorneys practicing business and energy law.
* Prepared and filed tariffs and other filings with various state Regulatory Commissions, composed daily correspondence with and on behalf of attorneys, maintained attorney calendars, prepared and issued billing statements, coordinated catered meals for large meetings, and performed various other tasks relating to the daily function of the office.
* Planned and performed numerous special projects including oversight of high volume file transferal, electronic and physical indexing, and storage of files from outside law firms relating to open cases.  In addition, partnered with office manager in addressing logistics of firm relocation to new building.

**Kennedy & Kennedy LLP (Portland, Oregon)**

**January, 2006 – October, 2009**

* Legal Assistant and manager of office as the sole employee to partners in firm practicing business law, corporate law, and insurance regulatory law.
* Responsible for transcription, proofreading, and editing of a variety of legal documents as well as attorney correspondence.
* Organized and maintained all physical and electronic files.
* Performed a variety of office duties including, taking dictation, answering and documenting all incoming phone calls, maintaining multiple mailing databases and coordinated mailings, maintaining attorney calendars, scheduling and coordinating setup of all meetings, resolving phone, computer system and printing issues as needed, as well as ordering and stocking all office supplies.

**Education**

University of Oregon (Eugene, Oregon) 2000- 2004. BA History, French Minor

TEFL Certificate Recipient, April 2012

**Computer Skills**

Proficient in Microsoft Office Suite, Excel, Quicken, Outlook, Timeslips, and other billing software.

**Volunteer Experience**

**Martin Luther King School (K-8) (Portland, Oregon)**

ESL Tutor/Classroom Assistant/Playground Supervisor: Spring 2012

**East Portland Community Center (Portland, Oregon)**

Youth Basketball Coach (Ages 7-8): Fall, 2010, 2011