**Candace l. hathaway**

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**Legal Assistant • Receptionist**

**Professional Experience**

**Externship United States District Court – District Courts of Oregon** June 2011-Current

Extern with the Clerk’s Office at the Mark O. Hatfield Courthouse. Filing warrants for FBI, legal documents for lawyers, review legal documents of current cases, observe trials, hearings, and sentencings. Spend time in various departments learning how each assists in the function of the Federal Courthouse.

**Collections Wells Fargo Bank -** Oregon September 2010-current

Collected on deposit accounts with balances up to $5,000. Followed Wells Fargo collection protocol to set up payment plans. Applied working knowledge of State and Federal regulations governing collection practices. Negotiated terms of repayment to bring accounts current. Addressed account issues, logged information and forwarded to corresponding departments. Worked within various computer applications and systems at the same time. Responsible for skip tracing and collateral analysis. Consistently met and exceeded department and team goals. Top collector on my team.

**Seasonal Lead Teacher Oregon Child Development Coalition** – Oregon Summer 2010

Lead teacher for seasonal Head Start Program. Provided education to economically disadvantaged children and families as well as mentally handicapped children. Held parent/teacher conferences. Compiled lesson plans based upon Oregon educational guidelines and enrichment programs of the Oregon Child Development Coalition as well as local MSHS program regulations.

**Client Relations /AR/ Collections Grenade L.L.C.** – Oregon December 2007 – June 2009

Reviewed general collection accounts for businesses owing. Determined initiation of collection and investigative action. Applied codes, procedures, and rules to determine feasibility of securing revenue. Determine best method of locating debtor whereabouts and personal information by skip tracing activities. Including contacting external agencies and other sources by telephone, letter and electronic communications. Interpret and explain bill to debtor. Explain collection rules, regulations, policies and laws. Explained legal obligations and penalties to clients. Reviewed contracts signed by debtors. Prepared documented demands for payment. Reviewed notices of bankruptcy, set terms and methods of repayment. Completed financial forms with information received from debtor. Monitored payment schedules for compliance. Determined legal action of delinquent accounts. Prepared legal documents for company attorney. Gathered information and evidence to be used in legal proceedings. Performed essential actions for Accounts Receivables. Provided account maintenance, customer service, located and resolved various account issues. Maintained relationships with key cliental. Managed and distributed account projects between departments

**Pre-Kindergarten Teacher La Petite Academy** – Ohio July 2003 – December 2007

Provided preparation for Kindergarten intellectually, socially and structurally through oral language, phonological awareness, letter and print knowledge based upon Scholastic Building Language for Literacy curriculum. Focused on writing, math, science and social development through curriculum authored by La Petite Academy’s Education Department. Preformed ongoing assessments of students. Held parent/ teacher conferences.

**Education**

**ABA approved Paralegal Program** Pioneer Pacific College September 2011

**Associate of Science; Focus of Legal Studies**

**Professional Organizations and Affiliations**

**Executive Assistant Oregon League Minority Voters** 2010

**Co-Coordinator Oregon Woman Lawyers Association Book Drive for Coffee Creek** 2010, 2011

Member **Oregon Woman Lawyers Association** 2010, 2011

Member **American Bar Association** 2010, 2011

Member **Oregon Paralegal Association** 2010, 2011

Member **Washington State Paralegal Association**  2010, 2011

Member **Pacific Northwest Paralegal Association** 2010, 2011

**Professional Development**

**Notary Public Recognised Notary Public in the State of Oregon** 2010-2014

**CLE** *Family Law Goes Global* 2010

**CLE** *Litigation V. Arbitration in International Business Disputes* 2010

**CLE** *Supreme Court Roundup* 2010

**CLE** *Ethics Pitfalls for Practitioners* 2010

**Care Course** *Child Abuse and Neglect State* 2009, 2010