**Heather Crumbaker 360-891-1928 (home)**

**PO Box 5738**

**Vancouver, WA 98668**

**eMail heather\_crumbaker@yahoo.com**

**SKILL SUMMARY**

Seven (7) years of paralegal, legal assistant, legal secretarial and claims analyst experience, with emphasis in the areas of personal injury (plaintiff and defense) and general litigation. Experienced in Oregon and Washington State, Federal, and Bankruptcy courts and electronic filing. Excellent knowledge of Microsoft Office including Word and Excel. Experience with a varied of legal software.

# RELEVANT WORK EXPERIENCE

August 2010 **Legal Northwest / Anderson & Nyburg**

to **Paralegal/Legal Secretary**

Dec. 2010 \* Temporary assignment working on PI and Construction Defect insurance defense cases in Oregon and Washington, in State and Federal Courts. ECF filing and transitioning to a paperless environment.

May 2010 **Grassmueck Group (Portland, Oregon)**

to **Claims Analyst**

July 2010 \* Temporary work processing Chapter 11 bankruptcy claims working for the Receiver. Reviewed claims against the Court’s Distribution plan, wrote claimant letters of proposed claim status, and interacted stake holders.

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April 2008 **Lachenmeier Enloe Rall and Heinson (Portland, Oregon)**

to **Legal Assistant**

April 2010 \* Legal and court documents preparation including composing, proofreading and editing, for both Oregon and Washington States

\* Research using OJIN, PACER, and public information sources

\* Federal Court (OR, WA) filing using ECF/Pacer

\* Organize and maintain case files

\* Provide legal administrative duties, including electronic dictation

\* Maintain attorneys calendars including scheduling of depositions, mediations, arbitrations and other legal proceedings

May 2007 **Legal NW:**  **(Portland, Oregon)**

to **Legal Assistant/Legal Secretary/Claims Analyst**

April 2008

\* Worked as a temp ranging from a day’s fill-in to 4 month assignments

\* Prepared and assembled time sensitive, state and federal legal documents and forms

\* Worked with a wide range of document management systems and computer software solutions

\* Used ECF and Pacer in Bankruptcy cases

\* Worked in Workers' Compensation, Bankruptcy, Real Property, Employment, Construction Defect, Insurance Defense, Claims Analysis and Estate Planning areas and prepared relevant legal documents

\* Research using OJIN, PACER, Westlaw and public information sources

May 2004 **Savage Bowersox and Supperstein (Portland, Oregon)**

to **Litigation Assistant (job share with Wolf)**

July 2007

\* Ordered medical records and wrote medical summaries for Medical-Legal experts and for settlement hearings, including third-party Workers’ Compensation claims.

\* Ordered billing records and liens, creating Excel spreadsheets

\* Researched medical and chiropractic issues

April 2004 **Robert L. Wolf and Associates (Portland, Oregon)**

to **Litigation Assistant (Part of time spent in Job Share position)**

November 2006

\* Provided full case management for complex medical cases, including third-party Workers’ Compensation claims

\* Prepared legal and court documents including Trial exhibits

\* Researched medical issues

\* Researched claims using OJIN, Open online, OSB Case Maker and public information sources

\* Maintained calendar for cases including arranging the scheduling of depositions, arbitrations and other legal proceedings

Summer 1989 **Chiropractic Physician (self employed) (Portland, Oregon)**

to Health care provider, all office work, created all office forms, insurance billing

November 1998

**EDUCATION**

Fall 2003 College of Legal Arts (Portland, Oregon)

- Spring 2004 Paralegal Certificate Used Westlaw and Lexis

Spring 2003 Clark College, (Vancouver, Washington)

- Fall 2004 Paralegal program (Washington Law)

Spring 1989 Western States Chiropractic College (Portland, Oregon)

Doctor of Chiropractic, Oregon License #2575 1989 (active)

1985 – 1986 Marylhurst College (Marylhurst, Oregon)

Classes in Business Finance and Statistics.

1974 - 1977 University of Rhode Island (Kingston, Rhode Island)

Masters program: Computer Science and Experimental Statistics

1971 - 1974 University of Rhode Island (Kingston, Rhode Island)

B.S. cum laude: Natural Resources and pre-med program