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**Heather Perkins**

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| **Objective** | |
|  | To secure a position as a Paralegal/Legal Assistant. I am an effective communicator both written and verbal. Good problem solving and analytical skills. Computer literate, proficient in Excel, Word, PowerPoint, Outlook, Time Matters, Nexus Lexus and OJIN. Detail oriented with excellent research, writing, investigative, reporting, grammar, and proofreading skills. Exercise independent judgment and decision making abilities. Able to use own initiative and work as part of a team or independently, a high level of confidentiality, and able to uphold the ethical standards of the legal profession. Accustomed to working with precision and within strict time guidelines, and enjoy multi-tasking and meeting deadlines in a fast-paced environment. |
| **Education** | |
|  | **2003-2005 Portland Community College Portland, OR**  **A.A.S., Paralegal, G.P.A. 3.3**   * Able to use current state of the art legal research engines to research the law – (Westlaw). * Have written legal memoranda, Briefs, Motions, Demand Letters, Affidavits, Summary Judgments, Answers and all pleadings. * Excellent skills in communication -written/oral and collaboration. * Skilled at analyzing and assembling complex information and data, researching and preparing legal documents. * I was on President’s list, Dean’s List and Honor Roll during semesters.   **1999-1999 Portland Community College Portland, OR**  **Certificate of Phlebotomy, G.P.A. 4.0**   1. Proper patient identification procedures, venipuncture draws, pediatric draws, quality assurance issues. |
| **Work experience** | |
|  | **09/09 – 03/11 Rizzo Mattingly Bosworth Portland, OR**  **Paralegal**   * Responsibilities included drafting all Oregon and Washington responses to discovery such as Request for Productions, Statement of Damages, Request for Admissions, Interrogatories, Notice for Hearings, Answers, deposition notebooks and all correspondence. * Heavy case management, evaluation, strategize case load, heavy billing requirements. * Research case law, draft all correspondence and legal documents. * Calls to Judges, courts at the state and federal levels regarding cases. * Draft Motions, Notices of Appearance, Briefs, Deposition notices and heavy phone work with court reporters, plaintiffs’ counsel and all court staff. * Worked mainly in asbestos and insurance defense. Worked the case from start to finish. * Worked all trial prep drafting Jury Instructions, preparing experts for trial, trial notebooks, Motions in Limine, Voir Dire and all aspects from start to finish regarding trial.   **06/08 – 08/09 Brayton Purcell, LLC Portland, OR**  **Paralegal**   * Responsibilities included drafting all Oregon and Washington responses to discovery such as Request for Productions, Statement of Damages, Request for Admissions. * Propounding all discovery to defense counsel. * Interviewing clients on all background information and drafting letters to clients and defense counsel. * Research case law and numerous laws for the states of Oregon and Washington. * Litigation and deposition preparation, and attend depositions. * Prepare trial notebooks, Jury Instructions, Voir Dire, Motions in Limine, prepare experts, and subpoenas.   **01/06 – 04/08 Law Office of Orrin Onken Portland, OR**  **Paralegal/Office Manager**   * Responsibilities included drafting Power of Attorneys, Wills, Memorandums, Income cap Trusts, Opening LLC’s, assisting in Probating Estates, drafting Complaint’s, Summons, Subpoenas, and all discovery. * Proof reading and editing all outgoing letters, including all Pleadings, Wills, Complaints and all court documents. Maintain client files, and had heavy client contact. * Scheduling appointments, scheduling depositions, hearings, ordering supplies, billing hours, paying office bills and heavy dictation. * Coordinate all office functions, court calendar management, setting appointments, and filing documents with the court. * Litigation preparation, depositions, scheduling court reporters.   **07/00 – 8/01** **Good Samaritan Hospital Portland, OR**  **Phlebotomist/Lab Assistant**   * Performed venipunctures on geriatric, pediatric, surgical, and transplant patients. * Specimen processing using centrifuge, urine processing, 24 HR urines, plasma transfer, blood gases and glucose tolerance testing. * Front desk, charting patients, insurance billing. * Drug screens, alcohol blood testing and saliva testing. * Pre-employment drug testing.   **11/99 – 12/00** **Kaiser Permanente Portland, OR**  **Phlebotomist/Lab Assistant**   * Performed venipunctures in the lab and emergency room * Specimen processing. * Front desk, charting patients, insurance billing, data entry. * Managed the Urgent Care facility 2 days a week. |