JESS KNOWLAND

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**CIVIL & INTELLECTUAL PROPERTY LITIGATION:**

**Case Management / Trial Organization & Support**

Accomplished legal specialist with advanced knowledge of civil litigation and practices.

* Over 15 years’ experience in complex case litigation and organizational management.
* Over 12 years’ of trial experience from case inception to successful completion.
* Bachelors in Mathematics with Computer Science, graduated Summa Cum Laude.
* Basic and Advanced Federal and ABA Paralegal Distinguished Graduate Certifications.

**PROFESSIONAL EXPERIENCE**

Veleke Manufacturing, Inc.

Portland, Oregon 2/1998-3/2010

Industrial business specializing in adhesive anti-rust coating, and baked enamel process for outside cooking ranges and grills. Company moved to Hawaii.

**Senior Intellectual Property Paralegal**

* Over 10 years’ experience in Patent and Trademark work including international filing.
* Drafted, edited, and filed national and international Patent and Trademark applications.
* Initiated the development of docket management software using existing material.
* Coordinated Patent and Trademark prosecution and litigation matters with outside counsel.
* Reviewed, drafted, and negotiated Non-Disclosure Agreements and License Agreements.
* Software used: USPTO, SAEGIS, Microsoft, Time Slips, Time Matters, and others.

Homeowner Resource Center, LLC.

Portland, Oregon 3/2006-7/2010

Provided federal creditor filing services, delinquent account mediation, and litigation support services for construction defect issues. Poor economy forced closure of business.

**Paralegal Manager**

* Drafted, prepared, and created template for federal creditor filing forms and procedures.
* Coordinated and conducted mediation between property associations and property owners.
* Prepared, edited, and filed various real estate transfer documents, performed title reviews.
* Coordinated and supported outside counsel with construction defect and property litigation.
* Communicated with outside counsel, clients, staff, property owners, experts, etc.
* Software used: ECF, PACER, Time Matters, Time Slips, QuickBooks, Microsoft, Westlaw, Accurint, Best Case, Summation, WordPerfect, Access, PCLaw, Trial Director, and others.

Hoss and Wilson-Hoss

Shelton, Washington 2/2004-1/2006

Law office specializing in complex litigation, personal injury, community association account recovery, construction defect, and appellate litigation. 2 year contract employment.

**Senior Litigation Paralegal**

* Drafted, prepared and submitted court pleadings and motions, and various correspondence.
* Organized files, exhibits, summary logs, account records, trial notebooks and presentations.
* Collected, analyzed, and summarized medical records and other document intensive files.
* Hired, trained, supervised, and monitored work performance of legal staff and specialists.
* Maintained and balanced business and trust accounts including invoicing, AP/AR, payroll.
* Software used: Microsoft, QuickBooks, Time Matters, WordPerfect, Westlaw, and others.

Griffin & McCandlish

Portland, Oregon 3/2003-1/2004

Law office specializing in complex litigation, class action, personal injury, toxic tort, wrongful death, legal malpractice, and product liability. 6 month contract employment extended to 1 year.

**Litigation Paralegal**

* Drafted, prepared and submitted court pleadings and motions, and various correspondence.
* Organized files, exhibits, summary logs, medical records, trial notebooks and presentations.
* Assisted, prepared and supported depositions, mediations, and state and federal trials.
* Ordered, reviewed, organized, stamped, and summarized medical records and documents.
* Communicated effectively with staff, clients, opposing parties, experts, courts, and others.
* Software used: Microsoft, WordPerfect, Summation, Time Matters, Westlaw, and others.

Trial Consultants, Inc.

Portland, Oregon & New York, New York 5/1996-12/2002

Legal services company specializing in trial preparation, complex case and evidence organization, jury simulations and mock trials. Company moved all operations to the East Coast.

**Litigation Support Manager**

* Served as primary point of contact with the client, ensured timely completion of all projects.
* Organized, examined, and developed document management tools for trial exhibits.
* Directed, managed, and coordinated e-discovery process and collection of evidence.
* Ensured project workflow and document management throughout project duration.
* Supervised development or developed presentation formats for trial material and exhibits.
* Software used: Microsoft, various e-discovery systems, and litigation support software tools.

Federal Government

Washington D.C. & Europe

Legal section handling complex cases in defense, construction defect, international law, accident reconstruction, IP, aviation, and military law. Resigned to work in the private sector.

**Regional Paralegal Manager**

* Drafted, edited, and prepared pleadings and motions for Federal and International Courts.
* Scheduled, monitored, and delegated case assignments and project coordination.
* Developed, supervised, and oversaw the training of legal professionals and staff.
* Created staff development programs that are still in use by the government.
* Developed programs to increase productivity and profitability for multiple sites.
* Software used: Microsoft, ECF, PACER, various Federal and International specific software.

**\*\*\*List of Academic Awards/Honors and Volunteer Activities Available Upon Request\*\*\***

**\*\*\*Willing to Relocate\*\*\***