**Kristina M. Reynolds**

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**Education**

**Gonzaga University School of Law**, Spokane, Washington, Juris Doctorate, 2005

**American Universit**y, Washington, DC, Bachelors of Arts, School of International Service, 1999

**Legal Experience**

**Oregon Judicial Department**, Multnomah County Circuit Court, Court

*Program Coordinator*, Portland, Oregon August 2008 to Present

* Research statute, trial court rules, supplementary local rules, and case law.
* Conduct detailed review of documents for compliance with statutory requirements. Notate deficiencies to Circuit Court Judges, or the submitting party as appropriate.
* Correspond with attorneys and litigants about their pleadings and case status.
* Draft, review and edit forms.
* Consult with individuals, in often very tense, high stress, and emotional situations, to identify appropriate actions and responses.
* Clearly communicate options and the court procedures/process available to individuals who are often unfamiliar with courts and the law.
* Comment on the potential impact of proposed legislative and rule changes.
* Developed training materials and trained several staff members.

**Oregon Law Center**

*Staff Attorney*, Coos Bay, Oregon, June 2005 to August 2008

* Represented clients in a variety of areas of law including housing, family, administrative and employment law, including one class action. Representation of clients included court appearances, drafting pleadings and trial memoranda, negotiating on behalf of clients, requesting and responding to discovery, and making oral arguments in court, including a successful summary judgment argument.
* Reviewed and commented on policy documents of the local housing authority.
* Spoke publicly on tenant’s rights, discrimination, and domestic violence to various audiences.

**Washington State Office of the Attorney General** Department of Labor and Industry   
*Law Clerk*, Spokane, Washington May 2004 to April 2005  
Appeared in Superior Court, drafted briefs, motions, memoranda, and preformed legal research, regarding worker compensation or work place safety issues including fraud investigation. Attended and preformed depositions. Organized evidence for hearings.

**Previous Experience**

**Evidence Based Research, Inc.**, *Research Associate*, International Studies and Analysis Division, Vienna, Virginia 2000 to 2002  
Researched and studied a variety of topics, gathered and analyzed data, wrote, and edited report. Tracked multiple projects staffing and budgetary commitments. Trained co-workers on PowerPoint and excel.

**United States Department of State**, Editor and Creator of *Consultations*, Office of Foreign Missions, Washington, DC, 1999 to 2000  
Developed, wrote, edited, and coordinated the graphic design, printing, and distribution of a newsletter for all foreign embassies, consulates, and international organization in the U.S.

**Licenses:** Admitted to the Oregon State Bar and US District in Oregon

**Memberships:** Oregon Women Lawyers, Washington County Bar Association

**Languages:** basic knowledge of German, Spanish, and American Sign Language

**Volunteer work:** Mock Trial judge and coach with the Classroom Law Project

**Activities/Interests:** Skiing, camping, rugby, cooking, reading