# Ka Her

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***Legal Assistant/Paralegal***

A Paralegal seeking for a Paralegal position where working knowledge of legal terminology, general law, and legal proceedings that will be utilized and expanded in a challenging environment.

# Education

**Pioneer Pacific College November 2011**

A.A.S. Paralegal

ABA Certified Paralegal Program

**Courses Taken**

Legal Research and Writing Organizational Management

Paralegal Procedures Laws of Evidence

Fundamentals of Law Verbal Communication

Skills

Interpersonal / Communication Skills

* Communicated with volunteers and staff verbally and via e-mails
* Bilingual in Hmong

Administrative Abilities

* Organized entertainers for events
* Coordinated events for 400+ guests
* Managed set-up meetings/workshops/events
* Recorded meeting minutes
* Met planning deadlines
* Proficient in MS Word, PowerPoint, Excel, and Access
* Able to maintain priorities when working in fast-paced, high stress environment

Volunteer Experience

Volunteer NARAL Pro-Choice Oregon January 2011- Present

Volunteer Oregon Trail Advocacy College October 2010

Member APANO (Asian Pacific American Network of Oregon) October 2010- Present

Member HAO (Hmong Association of Oregon) June 2007- Present

Work History

**February 2007- Present** Chang’s Mongolian Grill, Gresham

Hostess/Waitress