Carrie Adams

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# OBJECTIVE

**Seeking a legal position within a government, nonprofit or corporate legal environment where my education and experience in research, analysis, critical thinking, policy, writing and interpersonal skills will be fully utilized and expanded.**

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Professional Experience

## Portland Community College — Portland, OR

Paralegal Program Specialist, 2010 to Present

Responsible for the marketing, advising, program operation, accreditation compliance, and admitting efforts of the Paralegal program.

### Key Results:

Quickly developed a reputation for being a knowledgeable, efficient and trustworthy advising contact for Paralegal students.

Assisted classroom professor by grading all classroom and homework assignments and exams.

Ensured compliance with American Bar Association standards.

Conducted and authored annual Graduate Survey.

## Albina Head Start — Portland, OR

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| Lead Family Advocate, 2007 to 2010 |  |

Responsible for planning, implementation, and evaluation of recruitment, eligibility, enrollment and attendance for Early Head Start children and families.

### Key Results:

Daily operational management of Social Services team resulted in a successful federal audit.

Substantially increased funding coming into the program by researching eligibility guidelines for the use of state subsidies.

Designed and implemented program’s first employee training program for Family Advocates.

Coordinated and led recruitment, eligibility and enrollment efforts for early childhood program serving 340 families.

## Portland Public Schools — Portland, OR

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| HR Staffing Specialist, 2003 to 2007 |  |

Worked with senior management to create HR policies and procedures; recruited employees; and developed orientation, training and incentive programs. Managed limited term employment process, administered tuition reimbursement programs; and handled HR generalist workplace issues.

### Key Results:

Improved school safety by developing a system for tracking and monitoring criminal background check records of all new temporary employees.

Developed district-wide guidelines for ensuring that Paraprofessionals were in compliance with the No Child Left Behind Act.

Coordinated quarterly professional development workshops for classified staff.

Consistently performed at a higher productivity rate than 95% of other department employees.

## Albina Head Start — Portland, OR

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| Technology Center Manager, 2000 to 2003 |  |

### Established and maintained technology center for low-income community members in the Urban Enterprise Zone.

### Key Results:

Managed $250,000 in grant resources and prepared annual reports.

Created and taught computer classes that paired at-risk youth with elderly students.

Conducted extensive community outreach campaign.

Co-hosted educational television show.

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Education & Certifications

## Concordia University — Portland, OR

Bachelor of Science (BS) in Business Management (with honors), 2006

## Portland Community College — Portland, OR

Associate of Applied Science (AAS) in Paralegal (with honors), 2007

## Basic Mediation Certification — Beaverton, OR

## National Head Start Association — Alexandria, VA

Mid-Manager Credential