287 W. Lookout Ridge • Washougal¸ WA 98671 • mdennis\_123@msn.com • Cell: (817) 726-2416

**Objective:** Seeking position where I can use my skills and experience to benefit the organization.

**Education**

**Educational Leadership – Administrative Certificate**, Lamar University, TX **June 2012**

**MA Christian Education**, Southwestern Baptist Theological Seminary, TX (In Progress)  
 **Concentrations**: Administration and Christian School Education

**Master in Teaching with K-8 Certification**, Washington State University-Vancouver, WA **2005**

***2004-2005 MIT Student of the Year***

**Bachelor of Science Social Science**, Portland State University, OR **2001**

**Legal Assistant Certificate,** Trinity Valley Community College, TX **1999**

**Associate in Science – English**, College of DuPage, IL **1997**

**Computer Skills:** ActiveInspire, Blackboard, Microsoft Office Suite, Visio, Carpe Diem, Imanage, Deltaview/Desksite, Photoshop and Adobe Acrobat.

**Legal Professional Experience**

***Temp Legal Secretary*** **June 2007 – June 2009**

Robert Half Legal - Dallas, Texas

* Assistant to VP/Asst. General Counsel of major real estate corporation during its merger for a three month term, which included preparation of merger documents for board meetings (Centex Corp.)
* Offered temporary legal secretarial support to a major downtown Dallas law firm during summer and holiday breaks. (Locke Lord)
* Assisted several legal areas including, but not limited to: Corporate, Tax, and Labor/Employment

***Temp Summer Intellectual Property Legal Assistant*** **June 2008 – August 2008**

*Carr Law -* Dallas, Texas

* Offered *summer* Intellectual Property support for law firm.
* Assisted attorneys in preparing and filing patent and trademark application documents, as well as litigation documents.
* Correspondence with Patent and Trademark Office regarding Intellectual Property matters

***Intellectual Property Legal Secretary/Information Processing Technician*** **May 2002 – July 2006**

Stoel Rives LLP - Portland, Oregon

* Provided senior partner support with all aspects of Intellectual Property law
* Effectively communicated with clients regarding complex issues
* Later, maintained part-time employment with firm of over 200 attorneys while completing grad school.
  + Assisted all department/legal areas with document preparation, document editing, transcription, prepared patent drawings, document scanning, etc.
  + Sole individual responsible on weekends to provide word processing and document prep assistance to local attorneys, as well as, other satellite offices and attorneys out of state.

***Intellectual Property Legal Assistant*** **May 1999 – May 2002**

Marger Johnson & McCollom PC - Portland, Oregon

* Offered support to senior associate in all aspects of Intellectual Property law, which included billing
* Document preparation and filing of Intellectual Property matters (patents, trademarks, copyrights)
* Prepared patent drawings
* Managed the satellite Vancouver office for one year upon initial opening

**Educational Professional Experience**

***3rd Grade Teacher, Administrative Intern* August 2011 – Present**

**Sunset Elementary, Evergreen School District**

* Administrative Intern
* Taught Self-Contained 3rd Grade Classroom
* Facilitator of the Building Response to Intervention Team
* Coordinator of the ELL Tutoring Program
* EXCEL Coordinator
* Created documents used for RtI process
* Co-created 3rd Grade Year Long Plan & Assessments
* President Lower Columbia Council of Washington Organization of Reading Development

***5th Grade/6th Grade English-Language Arts, Special Ed Inclusion/Administrative Intern* July 2006 – Present**

**Hubbard Heights Elementary** & **Leonard 6th Grade Center, Fort Worth ISD**

* Administrative Intern
* Grade Level Chair/Team Leader for successful teams at middle and elementary level
  + Chaired & coordinated team meetings
  + Advised students/parents on academic progress
  + Train teachers, as necessary
* Taught blocks of up to 37 students English/Language Arts & Reading & Co-Taught Special Ed Inclusion at Elementary & Middle level
* Taught Honors English
* Gifted & Talented Coordinator
  + Conducted student assessments
  + Reviewed student portfolios & made GT program recommendations
* District Gifted & Talented Curriculum Writer
* District Textbook Adoption Committee Member
* Disaggregated/Disseminated Data
* Created Interdisciplinary Storyline Units for Team
* Conducted Site Visits for International Baccalaureate Program
* Created school schedules
* Participated as RtI team member
* Mentored teachers on improvement plans & new teachers
* Extra-curricular activities include sponsor for newspaper, Student Council, Talent Show, and Running Clubs
* **2007-2008 Outstanding Teacher of the Year**

***Kindergarten/BRIDGES (21st CCLC) Teacher/Coordinator* September 2005 – June 2006**

**Hathaway Elementary, Washougal School District**

* Taught kindergarten classroom of 20
* BRIDGES Teacher for 3rd, 4th, & 5th grade students needing additional academic support
* Coordinator for 21st Century program
  + Created and implemented curriculum for after school program, as well as, coordinated field trips

**References**

**Jere Webb**

**Partner**

Stoel Rives

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Portland, Oregon 97205

(503) 294-9460

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**Scott Schaffer**

**Director**

Marger Johnson & McCollom, PC

210 SW Morrison Street

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scott.schaffer@techlaw.com

**Monica Granados**

**Principal**

Natha Howell Elementary (formerly of Hubbard Heights Elementary)

1324 Kings Hwy

Fort Worth, TX 76117

(817) 814-9300

monical.granados@fwisd.org

**Michael Martin**

**Principal**

Sunset Elementary

9001 NE 95th St.

Vancouver, WA 98662

(360) 604-6900

michael.martin@evergreenps.org

**Dorene Benavidez**

**Principal**

Woodlawn Elementary (formerly of FWISD)

1717 West Magnolia

San Antonio, TX 78201

(210) 732-4741

dbenavidez1@saisd.net