Jason C. McClung June 12, 2012

604 Foothills Dr.

Newberg, OR 97132

503-583-7485

jmcclung@pdx.edu

To the Hiring Staff,

I am seeking part time or full time employment within the legal profession as I move into my senior year at Portland State University, obtaining Bachelor of Arts degrees in Criminal Justice and Linguistics with a minor in Spanish. I have put a great deal of thought and consideration into my career objectives and believe that this is where I will best fit with my ambitions, skills and aspirations. If you are seeking an individual who thinks with both heart and mind, strives to learn and grow, and is committed to excellence and attention to detail, then please consider myself as a strong candidate to be a long term part of your team.

I offer years of professional skills in the business world; client relations and customer service being the strongest and most useful. In addition, I’ve had the opportunity to develop many other versatile skills along the way:

* Computer expertise, with proficiency in all MS Office programs (Word, Excel, PowerPoint, and more).
* Broad-based experience covering a full spectrum of administrative duties including scheduling, office/workplace management, billing/invoicing, case management and technical document preparation.
* Very strong multitasking skills with the ability to solve problems, find solutions and motivate others through the process. I enjoy fixing things, and I naturally take a role in finding more improved solutions to any process.
* Comprehension of the written and spoken language of Spanish.

Thank you for taking the time to read this and go over my resume that follows. I look forward to the opportunity to prove myself as a valuable asset to your office and also to the communities that you have committed to serve. Please send me an email or call with any questions or concerns. Have a great day.

Sincerely,

Jason McClung

**Recent Professional Experience**

BI, Incorporated:

Completed level one certification for RSS office. Organized and lead the daily orientation, installing equipment for Clackamas County Jail’s Electronic Home Detention Program and provided support and case management for the entire case load. Daily tasks included giving UAs and establishing initial assessments of clients regarding their needs as they re-enter the community. Ran daily reports for violations and reported to the Jail as necessary. Provided office support and front desk duties.

Wisdom Inc./Atlelier One Design:

Contributed to all aspects of day-to-day operations as multisite project manager. Specialized in high end residential remodel. Duties included client scheduling, invoicing, consulting and the supervision of on-site contractors.

**Employment History**

BI, INCORPORATED, Clackamas, OR--2011

Case Manager I

WISDOM, INC./ ATELIER ONE DESIGN, Portland, OR -- 2004 to 2010

Project/Production Manager

SELF-EMPLOYED SUB-CONTRACTOR, Portland, OR -- 2002 to 2004

Framing & Siding

DIAMOND PROPERTY MAINTENANCE, Gladstone, OR -- 2000 -- 2002

Residential and Commercial Property Maintenance

**EDUCATION**

PORTLAND STATE UNIVERSITY, Portland, OR-- Currently

working on BA in Criminal Justice. Junior Status

PORTLAND COMMUNITY COLLEGE, Portland, OR -- 2010 to 2011

Associates in General Studies December, 2011.

MT HOOD COMMUNITY COLLEGE, Gresham, OR -- 1992 to 1993

General Studies

OREGON INSTITUTE OF TECHNOLOGY, Klamath Falls, OR -- 1991 to 1992

Civil Engineering

CLACKAMAS HIGH SCHOOL, Clackamas, OR -- 1991

Graduate

**OTHER LIFE EXPERIENCE**

TEEN MISSIONS, Merrit Island, FL (6 week mission trip to Italy)

-- Built road for orphanage to better facilitate farmland

-- Formal training in basic construction

-- Worked hand in hand with locals

-- Training local youth construction skills

GRESHAM YMCA, Gresham, OR

-- Volunteer coach, k-12 soccer and basketball

PCC STUDENT VOLUNTEER

-- Oregon Food Bank