**Mitchell L. Cormier**

**9301 SW Sagert St. Apt 92**

**Tualatin, OR 97062**

**503-828-7383**

[**Mitchcor@hotmail.com**](mailto:Mitchcor@hotmail.com)

**OBJECTIVE**

An entry level paralegal position

**SPECIAL SKILLS**

 Case managed at-risk populations for 10 years working in a confidential setting.

 Handle and resolve client issues.

* Coordination of schedules and tasks for 25 people.
* Supervision and training of newly hired staff.
* HIPAA and medical ethics

**EDUCATION**

**AAS, Paralegal Studies, Portland** Community College, Portland, OR expected 3/2013

**BS, Social Sciences**, minor in Education, Warner Pacific College, Portland, Oregon 1996

**RELEVANT WORK EXPERIENCE**

**Victim/Witness Assistance,** Stanislaus Co. District Atty, Modesto, CA 09/87-06/88; 10/88-06/89

Contacted witnesses to enforce court orders, attended and reported on court observations, performed legal research. Monitored and maintained basic security and provided escort duty for victims and witnesses.

 Case prep

**Standing Orders Proforma Clerk,** Academic Book Center, Portland, OR 03/97-/03/99

Price books, and problem-solve distribution and orders, interact with publishers. Research web sites for product availability

**Circulation Clerk,** Warner Pacific College Library, Portland, OR 08/94-12/96

Interacted with customers and answered questions. Collected, analyzed and produced statistical reports and provided training and supervision of new student workers.

**SOCIAL SERVICE EXPERIENCE**

**Recovery Specialist,** Telecare Recovery Center, Woodburn, OR 04/2006 – 10/2010

**Residential Counselor, (Relief),** Parrott Creek Ranch, Oregon City, OR; 1999-2000 & 2002-2006

**Relief Youth Treatment Specialist,** Chehalem Youth and Family Services, Newberg, OR 2003-2004

**Mental Health Technician,** Lake Charles Memorial Hospital, Lake Charles, LA 2000-2001

**Program Aid,** Salvation Army-Red Shield, Modesto, CA 1989-1990

* Documented treatment information into confidential electronic and paper files.
* Conducted intake interviews and assessed mental status.
* Developed detailed treatment plans and provided intense case management
* Assisted in establishing programs in a newly created, structured facility.
* Presented cases and client profiles to doctors.
* Assisted in the creation of new tracking systems and rules. Prepared files for audit
* Provided administrative support to team beyond assigned responsibilities.
* De-escalated emotional and violent client incidences. Certified in Crisis Prevention Intervention
* Helped develop and implement a comprehensive youth program for ages 7 to 17
* Write reports