# Objective

Real-world experience with the day-to-day operation of a working law office. Help to bridge the gap between “law” and “justice.”

# Skills

* Proficient in MS Word, Excel, PowerPoint
* Type 50+ wpm
* Familiar with various phone and intra-office communication systems
* 15+ years experience as front-line public interface for business

# Experience

## Intern, Student Legal Services, Portland State University, Portland, OR Apr – Jun 2010

* Drafted demand letters and legal analyses.
* Observed attorney/client meetings, took notes.
* Documented all activities in TimeMatters database.
* Researched relevant statutes and case history for attorneys, using Westlaw and ORS.
* Researched client history using OJIN

## Sales Representative/Delivery Driver, Cougar Mountain Baking Co. Lake Oswego, OR Aug – Dec 2008

* Developed and maintained client relationships in person and by phone and email.
* Provided excellent customer service.
* Delivered product and stocked shelves; promoted product through displays.
* Prepared orders for shipping and arranged shipment logistics.

## Inventory Associate/Driver, Western Inventory Services, Eugene, OR Apr – Jun 2008

* Tallied number and value of clients’ inventory, using state-of-the-art equipment.
* Utilized attention to detail.
* Safely and punctually transported staff to client; tracked field purchases, receipts.
* Maintained confidential information.

# Education

## Portland State University Sep 2008 - present

Bachelor of Arts, Criminology and Criminal Justice; degree pending, expected March 2011.

**Relevant Coursework**

Jury Trial Techniques: Drafted and delivered opening statement and closing argument. Drafted questions for direct and cross examination of witnesses. Submitted to direct and cross examination as a witness. Sat on jury.

Legal Reasoning: Analyzed U.S. Supreme Court decisions, critically reviewed law journal articles, reviewed published opinions of sitting Justices for predictive analysis of pending case.

Spanish 1, 2, 3 at H.M. Gunn High School, Spanish 2 at Foothill Junior College.

# References

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