**Yvonne Sundstrom Eaton**

**(503) 816-1058** **Beaverton, OR 97007** [**ydse@ymail.com**](mailto:ydse@ymail.com)

**Skills**

* Large case file management, litigation and e-discovery experience
* Graphic design, print production and trial material preparation
* Devising, analyzing and managing budgets
* Billing, purchasing and administrative management
* Event planning, media relations, and public speaking
* Macintosh and Windows platforms – Software include: Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Adobe Illustrator, InDesign, Photoshop, Acrobat, WordPerfect, DOS, PageMaker, SharePoint, FileMaker Pro, Summation, Relativity, et al.
* Social Media: Facebook, MySpace, You Tube, Linked-In, Twitter, Skype

**Experience**

**Event Coordinator and Personal Assistant,** Private Party, Portland OR **Aug-Oct 2012**

* Coordinated event ticket distribution (over 5000)
* Assisted with all aspects of event planning including music and theme
* Created event signage and printed materials
* Event on-site management

**Paralegal Intern,** Levi Merrithew Horst, LLP, Portland OR **Apr-Sep 2012**

* Pre-trial case analysis and recommendations
* Trial notebook organization
* Document management, scanning and electronic filing
* Grand Opening assistance and preparation

**Graphic Designer and Event Planner, Contractor 2004-2008, 2009-2011**

* Created product identity graphics, logos and advertising
* Coordinated special projects, events, trade-shows
* Provide customized christening bottles for maritime launchings and milestone events

**Communications Manager/Assistant Editor,**Gunderson, Portland, OR **2008-2009**

* Created and published company bi-monthly electronic newsletter
* Implemented use of SharePoint intranet system previously unused for two years
* Designed layouts, devised budgets and produced ads
* Coordinated United Way campaigns attaining substantial donation increases, planned all company events: employee picnic (4000+), marine launchings and trade shows

**General Manager, Prop Maker,** Culver City Custom Products, Culver City, CA **2002-2004**

* Company oversight of machine shop
* Supervised research, marketing and advertising
* Controlled accounting, human resources and client relations
* Created props for the film industry *The Bernie Mac Show, Daredevil, The Island*, et al.

**Experience Continued**

**Marketing Director,** Traffic Promotions & Marketing, Los Angeles, CA **1999-2002**

* Developed and managed marketing plans and budgets for shopping center lease managers and/or owners
* Delivered client presentations, sold marketing plans and implemented programs
* Managed personnel, controlled accounting payables, receivables and payroll
* Managed all in-house graphic design consisting of an extensive library of promotions, created concepts and new art for promotions
* Controlled all aspects of company advertising, graphic image (web and print)

**Communications Coordinator/Assistant Editor,**Gunderson, Portland, OR**1990-1998**

* Managed product photo/slide library, product photographer (published), graphic designer, copy writer and reporter
* Designed and produced all company forms in-house, managed all business stationery and company logos
* Escorted dignitaries and political figures through the facilities
* Coordinated company events, charities campaigns and trade shows

**Sister Cities Office Intern,** Mayor’s Office of International Relations, Portland, OR **1990**

* Designed and developed new computer database for Sister City contacts
* Completed a total revision of the Office International Library
* Conducted public tours, accompanied the staff and Mayor Bud Clark to receptions greeting international and local dignitaries

**Education**

* **Bachelor of Arts, Political Science**, Oregon State University, Corvallis, OR **1990**
* **Associates of Applied Science, Paralegal**, Portland Community College, Portland, OR – Anticipated finish Summer 2013
* **Oregon Notary Public**, SOT29458 **June 2012**

**Activities**

* **School Mascot and Parent Volunteer**, Sexton Mountain Elementary, Beaverton School District 2011-Present
* **Campaign Coordinator**, United Way of the Columbia-Willamette 1990-2011
* **Team Captain**, Light the Night for the Leukemia & Lymphoma Society 2008- 2009
* **AFTRA Actor** *The Bernie Mac Show*, *Party of 5*, *Melrose Place*, et al. 1998-2003
* **Publicity Chair**, Astoria Scandinavian Midsummer Festival, Astoria, OR 1996-1997
* **Team Coordinator**, March of Dimes WalkAmerica, Portland, OR 1994
* **Assistant Manager, Instructor, Lifeguard**, Astoria Parks & Recreation 1985-1989
* **Miss Sweden**, Astoria Midsummer Festival, Vasa Lodge #213, Astoria, OR 1986
* **Assistant Manager**, Liberty Theater, Astoria, OR 1984-1986

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