**Alicia M Kashka**

**alicia@thekashkas.com**

**503 819 7140**

**SKILLS**

MS Word - 60 wpm WordPerfect MS Excel MS Access

MS Internet Explorer Estate & Probate Real Estate Law Research

Legal Ethics Civil Procedure Legal Ethics Contract Law

Time Matters Family Law Ten Key-Touch Tax forms

**PROFESSIONAL EMPLOYMENT**

**Peterson & Prause, LLP, McMinnville, Oregon Jul 2010 – Mar 2013**

**Paralegal**

* Created and maintained legal forms for Estate/Probate and Guardianship/Conservatorship;
* Met with clients to gather information needed;
* Prepared 706 Federal and Oregon 706 tax forms and 1041 tax forms;
* Maintained calendar for court deadlines and filings;
* Creating and maintaining legal files;
* Performing general office duties;
* Drafting legal correspondence;
* Monitoring deadlines;
* Research as requested.

**GE Security Tualatin, Oregon Feb 2008 – May 2008**

**Executive Assistant**

* Temporary Assignment at GE Security as an Assistant to the Manufacturing Manager;
* Duties included scheduling /calendaring appointments utilizing M S Outlook;
* preparing documents for meetings;
* Updating EHS Power Suite;
* Ordering supplies in Buy 2 Pay;
* Oracle updates;
* Maintained spreadsheets for checkbook calculations for variable and direct accounts;
* Updated Health and Safety tracking forms;
* Scheduled meetings;
* Arranged travel;
* Updated expense reports and other duties.

**Peterson & Prause, LLP McMinnville, Oregon Oct 2006 – Jul 2007**

**Paralegal**

* Conducted legal research;
* Prepared legal documents;
* Met with clients;
* Entered billable hours in LSS;
* Business registry updates and other legal duties;
* Prepared proposals and drafted documentation while maintaining a high level of confidentiality and handling sensitive information.

**Alicia M Kashka**

**Johnston /Good fellow, PC, McMinnville, Oregon Jun 2006 – Oct 2006**

**Paralegal**

* Prepared legal documents and filed them with court;
* Met with clients for confidential interviews;
* Maintained phone logs and billing logs of incoming cases;
* Maintained legal file folder structure;
* Made telephone calls to clients to collect information on pending cases.

**Garland, Griffith Law Firm. Hillsboro, Oregon Oct 2004 – Jan 2005**

**Legal Assistant to Marvin Garland**.

* Maintained legal files;
* Prepared various letters and legal documents;
* Organized various office functions to ensure smooth operations.

**Jim Berrien, Attorney at Law, Hillsboro, Oregon Apr 2003 - Oct 2004**

**Estate Probate Investigator**

* Researched private papers to recreate and catalog the financial affairs of deceased man who died intestate;
* Created reports of findings using Microsoft Access and Excel.

**Sexual Assault Resource Center, Portland, Oregon 1996 - 2003**

**Victim Advocate**

* Worked with victims of sexual assault, assisting them through the evidence collection, investigation process, and court process;
* Aided the District Attorney and the Survivor in the interview, grand jury, and trial process;
* Developed an Access database for keeping records at the center;
* Trained new advocates.

**Tektronix, Beaverton, Oregon 1993 - 1995**

**Office Administration**

* Processed all accounts payable for Telecom Group;
* Set up and implemented Access Database for record keeping of monthly invoices, cost-center reporting, accruals, and all payment history;
* Ordered and maintained supplies for sales department, set up meetings and assisted in the organization and implementation of a trade show in Las Vegas for 5,000;
* Utilized credit card payment system to maintain and process trade show registrations;
* Coordinated travel arrangements and expense reimbursements and scheduled activities at trade shows.

**EDUCATION**

*Western Business College, Portland, Oregon July 2003*

*Associate of Applied Science Degree / Paralegal GPA 4.0*