# Experience

## Swider, Medeiros, Haver, LLP 9/13/13-Current

Part-time paralegal. Duties include researching, registering and renewing trademarks, drafting letters to clients and opposing counsel for review by the partners, researching specific legal issues, briefing cases, meeting with clients, registering copyrights, conducting online research, reading and reviewing contracts, and working closely with full-time paralegal.

## Federale, LLC 1/1/10-Current

Treasurer and managing member of a limited liability company. Involved in setting up and maintaining the LLC, overseeing finances, reviewing documents, interacting with potential licensees, drafting emails and correspondence with booking agents, music distributors, ad agencies, and the general public. Manage correspondence between band members to schedule events, and vote on band and company issues. Active in song writing, thematic development and the recording process.

## Swider, Medeiros, Haver, LLP 7/1/13-9/6/13

Paralegal intern under Kohel Haver’s direction. Involved in researching, registering and renewing trademarks, researching copyright law, meeting with clients, drafting letters to clients and opposing counsel, documenting and accounting for mechanical royalties, and helping to form legal strategy.

## David G. Monette Corp. 12/10/06-9/15/12

Office Manager for David G. Monette Corporation. Worked closely with the director of operations to ensure products were manufactured and delivered to clients. Took orders, shipped orders, invoiced, answered phones, greeted guests, drafted and sent emails to clients and contractors, created itineraries for employee and client travel. Contributed to a large portion of the in-house product and event photography for print catalogue and web usage. Accounted for product sales totaling over $45,000 per month.

## Sebastian Bibb-Barrett Photography 1/1/10-9/1/12

Sole proprietor of a small photography business for clients needing photos of people, spaces and products. Met with clients, drafted estimates and invoices, photographed and edited images for final presentation to clients.

# Education

**Portland Community College 9/20/12-9/6/13**

Completion of Certificate in Paralegal Studies. Maintained a 4.0 GPA.

## Portland State University 9/1/01-12/1/06, Current

Bachelor of Music in Trumpet Performance with a Jazz Emphasis. Completing final documents for degree.

# Skills

I have knowledge of substantive law, corporate law, intellectual property law, legal ethics, rules and regulations governing the practice of law, and the form of local and federal legal documents. I have a proficient knowledge base of state and federal websites used in the practice of law, and have utilized them in the workplace. I possess excellent computer skills that allow me to learn new programs, operating systems and company protocols with ease and confidence. I have worked with high profile clientele, and have kept trade secrets in confidence. I have excellent analytical and critical thinking skills, and I am able to remain open and receptive to unforeseen factors that arise to help maintain a diplomatic environment. I am self-motivated and disciplined in preparation for jobs, and performances, and I adapt quickly in demanding situations that require attention to detail. I have worked well with people of diverse backgrounds to complete complex jobs as well as to create music for both live and recorded performances.