**Heather R. Fousek**

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**Summary**

Highly organized Legal Services Specialist with great leadership skills and team-player mentality seeks a position within a law office or legal division with extensive office client interface and legal document development. Experienced, organized, detail-oriented, Legal Secretary with working knowledge of legal terminology, general law and court proceedings. Experienced in military courts martial, research, preparation and typing of general correspondence, forms, reports, and other documents dealing with legal and quasi-legal matters; checking all completed work for typographical accuracy; maintaining office correspondence files, directives, and publications. Proven ability to thrive in a fast-paced environment through advanced multi-tasking skills and critical thinking, in a highly organized, efficient and precise manner. 

**Work Experience**

*Staffing Solutions, LLC (Jan 2013 – Mar 2013) Temporary Position*

**Cummings, Goodman, Denley, Vickers**

Office manager, receptionist, legal transcription, appointment organization, materials and supplies coordination, created legal correspondence, processed a verbatim court case. Saved greater than $10K in supplies by effectively bidding supply companies.

*United States Marine Corps (2007 – 2010)***Legal Assistant/Legal Services Specialist**

Supported a team of attorneys by research and development of court martial reviews, reviewing for accuracy and document order of various court documents; generation and filing of pleadings, motions and various court documents. Liaison between attorneys and clients. Thorough knowledge of LexisNexis, laws and limits for United States Marine Corps. Scheduled and confirmed appointments for a team of attorneys; assisted in all areas of administrative duties including receptionist, data entry, and file organization.

**Military Police**  
Trained in military basic legal education, interpretation of military and civilian law, police tactics, non-lethal military police combat and weapons training, search and seizure methods and procedures.

**Military Combat Training**  
Trained in combat marksmanship, counter-improvised explosive device techniques, how to conduct the defense of a position, convoy operations, combat formations, fireteam assaults, patrolling, MOUT, use of the AN/PRC-119 radio, reporting military intelligence, land navigation, and the use of hand grenades, the M203 grenade launcher, AT-4 Rocket Launcher, M249 Squad Automatic Weapon, and M240 machine gun. Training also includes combat conditioning by running an obstacle course, conducting hikes, physical training, and Marine Corps Martial Arts Program. Have the knowledge and ability to operate in a combat environment as a basic rifleman and to perform his or her primary duties under fire.

**Basic Training**

Focused on quality. Being good stewards of resources and the environment, ensuring professional

development, fostering positive community relations, promoting an atmosphere that relies on teamwork

and integration, fostering an environment of decentralized decision making, achieving a balance between our

mission and quality of life, being accountable for mission accomplishment.

**Volunteer Experience**

*United SPCA (current)*

**Adoption Coordinator**

Promoting adoption of horses post-rehabilitation from sheriff seizure. Work directly with the Board of Directors and volunteers of the United SPCA. Review and evaluate incoming adoption applications, conduct pre-adoption screening home visits, organizing, promoting and managing monthly adoption events.

**Education**

* 2014 American Military University

B.A. Business with a focus in small business management/ entrepreneur

* 2009 Legal Services Specialist, Naval Station Newport, Rhode Island
* 2007 Military Police, Fort Leonard Wood, Missouri
* 2007 Military Combat Training, School of Infantry, Camp Geiger, Camp Lejeune, North Carolina
* 2007 Marine Corps basic training, Parris Island, South Carolina

**Highlights**

* Military veteran, United States Marine Corps
* Court policies/programs
* Legal correspondence preparation
* Transcribing/finalizing pleadings
* Legal/non-legal research
* Legal administrative support
* Interpersonal skills
* Strong written and verbal communication skills
* Diverse knowledge of military law
* Internet research
* LexisNexis knowledge/use
* Organized
* Works well under pressure and stress