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| JESSICA J. CHURCH | | |
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| EDUCATION | | *Bachelor of Arts, English,* ***University of Oregon***  *Paralegal Certification, in progress,* ***Portland Community College*** |
| LEGAL and ADMINISTRATIVE | | *Paralegal Intern,* **Whipple & Duyck, P.C.,** Portland, OR 2012   * Prepared drafts of production requests, answers, and requests for admissions. * Produced digital copies of multiple large case files for archiving.   *Accounting Office Assistant***, *Three J’S Distributing****,* Clackamas, OR 2007-2011   * Balanced payment totals in spreadsheet format. * Processed data for profit and loss reports.   *Client Advocate,* ***Domestic Violence Advocacy Center****,* Eugene, OR 2005-2006   * Assisted in preparation and filing of court documents. * Provided community resource contact information for clients. |
| CUSTOMER SERVICE | | *Server/Hostess*, ***Yoshida’s Riverview Restaurant****,* Sandy, OR present   * Recorded reservations and requests in scheduling database. * Answered guest and vendor queries on multiple phone lines.   *Lead Server/FOH Manager***, Crossroads Grille***,* Eugene, OR 2001-2003   * Contributed to advertising and promotional projects. * Coordinated catering calendar and event scheduling.   *Service Attendant,* ***Portland Hilton and Executive Tower****,* Portland OR 2008-2010   * Supported six departments in substitute positions. * Received “Catch Me at My Best” reward for outstanding customer service. |
| SKILLS AND CERTIFICATIONS | | MS Word, Excel, Access, Publisher, Outlook and PowerPoint  Amicus  Adobe Acrobat  LexisNexis, Fast Case, OJIN  **Oregon Notary Public, commission expires 10/16/2016** |
| VOLUNTEER ACTIVITIES | | SMART Elementary Reading Tutor  Volunteer Witness, Oregon State Bar Trial Advocacy College  Aquatics Coach, Lane County Special Olympics |