|  |
| --- |
| 2537 NE 111TH AVENUE • PORTLAND, OR 97220 •  503.816.7439•JESCHURCH1111@GMAIL.COM |
| phone 503.816.7439 • e-mail jeschurch1111@gmail.com  Jessica Church |

|  |  |  |
| --- | --- | --- |
| **Education** | | |
|  | | **Portland Community College, ABA approved Paralegal program**  Certificate Completion Fall 2013  **University of Oregon**  Bachelor of Arts, English Literature |
| **ComPUTER Skills** | | |
|  | Microsoft Office Suite  Amicus Small Firm  LEXIS, WestLaw, and FastCase  Adobe Acrobat | |
| **Experience**    **Cashier/Night Supervisor**, Red Lion Hotel 1993-1996  Balanced and deposited daily finances  Delegated break and shift schedules  **Lead Server/FOH Manager**, Crossroads Grille 2001-2003  Managed reservations and catering scheduling  Oversaw wine ordering and inventory  **Banquet Server**, DoubleTree Hotel, 2004-2005  Utilized event orders to setup large functions  Attended to guests’ inquiries and needs    **Accounting Assistant**, Three J’S Distributing 2007-2011  Recorded billing and payment records  Balanced monthly account totals    **Server/Service Attendant**, Portland Hilton 2008-2010  Provided service in fine dining environment  Performed substitute duties in multiple departments  **Paralegal Intern,** Whipple & Duyck, P.C. 2012  Assisted in preparation of legal documents and memoranda  Maintained client files in database and hard copy formats  **Server**, Yoshida’s Riverview Restaurant, 2013-Present  **OTHER** | | |
|  | SMART reading tutor  OSB Trial Advocacy College Trial Juror 2011  Aquatics coach, Lane County Special Olympics    **Oregon Notary Public, commission expires 10/16/2017**  **References Available Upon Request** | |
|  |  | |