**MELISSA C. MAYES**

1221 NW 23RD, Portland, OR 97210

**Cell:** (503) 936-0301 **E-mail:** [melissacmayes@hotmail.com](mailto:melissacmayes@hotmail.com)

*Skilled paralegal professional with a background in Oregon and Washington insurance defense matter and domestic relations. Exceptional computer and investigative skills with strong medical background. Seeking a law firm environment that provides opportunity for professional growth to utilize my skills and abilities.*

**PROFESSIONAL EXPERIENCE**

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| * Prepare medical and billing summaries; | * Assist with trial preparation; |
| * Proficient with Microsoft Office, ERMS, hummingbird, desksite etc.; | * Draft legal documents including motions and discovery pleadings; and |
| * Maintain and manage case files; | * Legal and computer research. |

**RELEVANT EDUCATION**

**Associates Degree in Paralegal Studies** (2010-2011)

* Portland Community College, Portland, OR (Graduated with Honors)

**Nursing Program** (2002-2003)

* Southwestern Oregon Community College, Coos Bay, OR (No degree obtained)

**RELEVANT WORK HISTORY**

**Litigation Paralegal September 2012 – Present**

*Liberty Mutual Insurance Company*

Draft pleadings in a timely manner: Answers and Affirmative Defenses, Responses to Interrogatories and Request for Production, Prehearing Statements of Proof, etc. Review and analyze discovery responses from Plaintiff’s and summarize. Draft medical and billing summaries. Comply with a 100% paper-free work environment.

**Litigation Paralegal February 2011 – August 2012**

*Hitt Hiller Monfils & Williams LLP*

Assembled attorney notebooks. Case and discovery management. Drafted legal documents and pleadings. Prepared medical and billing summaries. Requested and reviewed medical and court records. Computer and legal research. Created and maintained case status reports. Obtained and tracked down information and people. Interviewed witnesses. Created graphs and charts for use as trial exhibits.

**Paralegal Internship 2010 & 2011**

*Dunn Carney Allen Higgins & Tongue LLP*

Assembled attorney notebooks. Drafted legal documents and pleadings. Prepared medical and billing summaries. Created and maintained case status reports for managing cases. Requested and reviewed medical, court and police records. Obtained and tracked down information and people.

**Conflicts/New Business Specialist 2007-2010**

*Lane Powell PC*

Responded timely to attorney’s requests for conflict checks. Opened new matters and sent out weekly business reports to the entire firm. Updated related party database. Developed and completed file disposition program saving the firm over $1800.00/year. Started as a File Assistant, quickly promoted to Records Storage Coordinator and then again to my final position as Conflicts/New Business Specialist. Worked on firm committees and affiliations.

**Court Advocate 2005-2006**

*Women’s Safety & Resource Center*

Assisted people with the legal process in obtaining, filing and enforcing restraining/stalking orders. Co-facilitated Coos Family Law Resource Center where we assisted people with state provided forms for divorce/custody/child support and resources throughout the community. Worked directly with judges, attorneys, state officials, and law enforcement. Conducted weekly DV/SA support groups in different cities throughout the county.

**AFFILIATIONS/MEMBERSHIPS**

* Oregon Paralegal Association; Secretary for 2011-2012. OPA job bank and domestic relations chair person.