**JORDAN PEREZ-CRUZ** 503.953.6350

[cubanjpc@gmail.com](mailto:cubanjpc@gmail.com)

**EDUCATION**

*Instituto Superior Politécnico José Antonio Echevarria*

Associate in Civil Engineering, CUJAE Cuba **May 2001**

**EMPLOYMENT**

**Oregon Law Center**

*Project Coordinator* **Portland, OR December 2012 – Present**

* Prepare, and file legal documents (pleadings, briefs, and discovery) for cases as requested by and under the supervision of lead attorney.
* Use working knowledge of court rules in assisting staff
* Coordinate with state wide IT manager on web base systems. Do non-legal research and document retrieval as requested (OJIN, DMV, PACER, LEXIS-NEXIS, etc)
* Documents translation on employment, housing, consumer and other legal matters (client communication documents, declarations, judgments, settlements, legal forms, etc.)

**Legal Aid Services of Oregon**

*Legal Assistant* **Portland, OR****August 2011 – December 2012**

* Write Spanish/English pleadings, settlement offers, immigration forms, and client communication letters
* Translate Spanish/English in family law, housing, tax and immigration issues
* Coordinate lawyers and clients for the Pro Bono clinic on a weekly basis
* Maintain and update the client and volunteers database
* Propose and implement projects to improve the office communication processes while maintaining client confidentiality

**Port of Portland**

*Distribution Associate* **Portland, OR August 2008 – May 2011**

* Applied Distribution procedures and offices operations to efficiently coordinate mail flow within the Port (Headquarters, Marine, Navigation, T-4, T-6, Maintenance and PDX) among other recipients
* Conducted multiple-lines phone and calendars with proficiency in a constant interruption and changing environment with shift priorities
* Utilized interpersonal and excellent customer service skills with customer (Surplus buyers) and diverse employees
* Assisted the Manager in fleet management and Surplus property sales in administrative and logistical support
* Derived market value of surplus assets facilitating the communication among interest parties during auctions and manage the monetary transaction upon sell
* Created and managed databases using Access, InMagic and record keeping for Surplus transactions

**SKILLS**

**Computer Skills:**

Advanced level: Microsoft Outlook, Excel, Access, Word, Power Point, Adobe Acrobat,

**Languages:**

Spanish and English