**SARA FELICITY JAMIESON**

5540 NE Hidden Creek Drive, #205   
Hillsboro, OR 97124

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[sarafjamieson@aol.com](mailto:sarafjamieson@aol.com)

**Work Skills**

BA Degree in International Business- USC, CA

Paralegal Degree- University of Arizona

Oregon Insurance License (2013)

California Real Estate License (2003)

Bi-Lingual Spanish Certificate- Universidad de Sevilla, Spain

Microsoft Word, Outlook, Excel, PowerPoint, Publisher

QuickBooks, On-line bill pay, A/R & A/P

Calendar Management

Meeting Coordination & Event Planning

Problem Solving & Organizational Skills

**Work History**

February, 2013- Present **Epiq Systems, Inc.** ***Claims Specialist***

10300 SW Allen Rd.

Beaverton, OR 97005

Processed sensitive securities & class action

Legal claims on deadline with attention to detail,

& accuracy. Utilized various document management systems.

Worked independently in a changing, fast-paced environment.

June, 2011- Nov., 2012 **CPS Securities Group *Administrative Lead***

436 West Walnut Street

Gardena, CA 90248

Acted as primary information liaison for in-house legal team.

Managed calendars, drafted & typed all correspondence.

Coordinated meetings and team events.

Processed invoices, A/R, A/P & prepared expense reports.

Provided varied administrative support.

Oct., 2010- May, 2011        **Law Offices of Philip Shakhnis  *Paralegal***

1055 Wilshire Blvd., Suite 1660

                                           Los Angeles, CA 90017

                                           Wrote client profiles and preliminary case assessments.

Maintained office calendar to ensure deadline compliance.

                                           Managed external communications, serving as court and meditation liaison.

                                            Filed electronic documents in court for all litigation cases.

                                            Researched case law, wrote briefs, drafted correspondence

Mar., 1994- May, 1996 **Media One Inc.**  ***Traffic Analyst***

420 El Segundo Blvd

El Segundo, California, 90245

Planned and scheduled media launches for digital products.

Prepared PowerPoint presentations for the marketing team

Managed branding in targeted demographic areas, increasing sales by 12%.

Administrative duties included correspondence, reporting, calendaring &

meeting coordination.

Nov., 1988- Jun., 2011        **ACME, Inc. *Administrative Coordinator***

                                            11025 Hawthorne Boulevard

                                             Inglewood, CA 90304

                                             Handled all negotiations with sub-contractors, insurance

                                             companies and vendors. Developed and maintained office

                                             procedures, training and safety standards. Performed all

                                             aspects of customer service, scheduling, preparing expense reports

                                             and proposals. Coordinated accounts receivable, accounts

                                             payable and payroll. Filed liens and handled all general office

                                             functions. Reported on marketing data to improve productivity.

Aug., 2007- Nov., 2008        **K & E, Inc. *Assistant Planner***

                                             3906 West 139th Street

                                             Hawthorne, CA 90250

                                             Researched and verified government contract parts

                                            specifications. Created employee procedural manual.

                                             Performed customer and client retention services.

Reviewed cost analysis of production data.

                                             Prepared financial and manufacturing reports.

 Mar., 2005- Apr., 2006         **Guglielmo & Associates**  ***Legal Administrative Assistant***

                                             3040 North Campbell Avenue, Suite 100

                                             Tucson, AZ 85716

                                             Prepared bankruptcy documents and wage garnishments.

                                             Handled all calendaring. Subpoenaed and served defendants.

                                             Verified bankruptcy status and follow-through documentation.

                                             Verified individual financials and negotiated re-payment agreements.

Drafted & typed all internal & external communications.

May, 2002- Dec., 2004         **Century 21 Realty *Administrative Assistant***

                                             1446 Spring Street

                                              Paso Robles, CA 93446

                                              Researched and scheduled media placement and saturation.

                                              Designed all marketing brochures and communications.

Planned events & prepared slide presentations.

Maintained client database and calendar.

Performed all administrative support functions.