Brenda Collette, PP, PLS

2674 Brooks Avenue NE • Salem, OR 97301

blcollette@gmail.com • (541) 410-9552 • (503) 339-7814

# Summary of Qualifications

Highly-skilled and dedicated paralegal with wide-ranging legal exposure. Experience includes an emphasis on complex civil litigation.

* Demonstrated capacity to provide comprehensive and decisive support for senior-level attorneys. Effectively manages all essential tasks of complex cases from onset through trial including discovery, demonstrative exhibit preparation, witness coordination, and in-court assistance.
* Proven track record of completing research that delivers accurate and well-organized results that conform to the guidelines and requirements of the project.
* Adept at developing and maintaining administrative and procedural processes that reduce redundancy, enhance accuracy, improve efficiency, and achieve organizational objectives.
* Highly focused and results-oriented in supporting complex, deadline-driven projects. Quickly identifies and understands goals and priorities. Recognizes and resolves issues early.
* Proficient in Microsoft Word and Outlook, WordPerfect, Groupwise, Prolaw, QuickBooks, TimeMatters, TimeSlips, OJIN, CM/ECF filing, OpenOnline research, and eCopy. Working knowledge of Microsoft Excel and PowerPoint, WealthDocx, and CLAS time and billing. Accurately types 90+ wpm.

# Professional Experience

THE REYNOLDS LAW OFFICE–Corvallis, OR 11/12 to 01/13

##### **Paralegal**

*Paralegal assisting with trust estate planning, probate, business, and family law matters.*

* Assisted with preparation of trust estate plans, including drafting all ancillary documents using WealthDocx software, real property research and deed preparation, review of funding letters, and notebook preparation.
* Scheduled and participated in signing meetings with estate planning and business clients.
* Composed correspondence, business formation documents, and probate pleadings, including inventories. Prepared attorney hearing and trial notebooks.
* Used knowledge of state court rules of civil procedure and Oregon Revised Statutes to create excel spreadsheet to track active probate case filing deadlines.

DUNN, CARNEY, ALLEN, HIGGINS & TONGUE, LLP–Portland, OR 01/12 to 05/12

**Practice Assistant**

*Legal assistant for two attorneys dealing with general litigation and insurance defense matters.*

* Reviewed and finalized correspondence, legal documents, research memoranda, and pleadings.
* Drafted correspondence and general pleadings.
* Prepared attorney working and hearing notebooks.
* Used knowledge of state and federal court rules of civil procedure to calendar filing deadlines and file pleadings for civil cases in Oregon and Washington courts (including CM/ECF filing).
* Made travel arrangements for attorneys and expert witnesses for trials.
* Brought desk back to state of efficiency and organization.

SHERMAN, SHERMAN, JOHNNIE & HOYT, LLP–Salem, OR 02/09 to 06/11

##### **Legal Assistant/Paralegal**

*Supported several senior-level attorneys with litigation, real estate, general business, and creditor collection matters.*

* Effectively prioritized projects for multiple attorneys while timely completing heavy workload.
* Transcribed and typed correspondence, legal documents, research memoranda, and pleadings.
* Composed correspondence and basic pleadings, including discovery requests and responses.
* Used knowledge of state and federal court rules of civil procedure to calendar filing deadlines and file pleadings in civil, domestic relations, and bankruptcy cases (includes CM/ECF filing).
* Scheduled depositions and organized trial logistics, including in-office accommodations, reservations of court reporters and videographers, coordination of witness lodging and travel, and preparation of exhibits.
* Objective and subjective coding of litigation materials to aid in case analysis and strategizing.

CAPITOL ACCOUNTING SERVICE–Silverton, OR 02/08 to 01/09

##### **Administrator/Campaign Finance Bookkeeper**

*Worked in family CPA office performing Oregon campaign finance reporting for the 2008 election year. Coordinated financial data collection from candidates and committees.*

* Campaign financial bookkeeping including account receivables, payables and reconciliations using non-standard accounting practices specified by the Oregon Elections Division and pursuant to Oregon’s Administrative Rules governing same.
* Proficient in QuickFile software created for XML file upload into Orestar and working knowledge of Orestar (Election Division’s campaign finance online reporting software).

SCHULMAN, TREEM, KAMINKOW, GILDEN & RAVENELL, PA–Baltimore, MD 06/06-08/07

**Law Firm Administrator**

*High-level legal administrative support to senior managing partner of mid-sized law firm. Directed day-to-day office operations, staff supervision and IT support in addition to personal assistant and bookkeeping support for managing partner.*

* Conducted staff interviews, selection, training, supervision and termination. Direct supervisor to firm bookkeeper and receptionist. Researched and organized Summation/iBlaze training for litigation staff and lawyers (attended same).
* Wrote manuals for office procedures, employee policies, and firm administrator procedures.
* Oversaw facilities maintenance for 18th floor, emergency preparedness, file archives, and law library cleanup and organization following flood damage.
* Trouble-shooter for and supervisor of outsourced IT. Collaborated with Web developers and internet service providers to create new law firm website and install high-speed cable internet connection.
* Executed major technology update including research, selection and purchase of Blackberry Enterprise, Terminal, Summation, and Exchange Servers, 1TB storage unit, Barracuda spam filter, 1GB switches, UPS, a dozen desktop computers, and appropriate software updates and licensing.

BRYANT, EMERSON & FITCH, LLP–Redmond, OR 02/04 to 02/06, 08/07-02/08

##### **Legal Assistant/Paralegal**

*Legal assistant and paralegal for senior partner in diverse litigation practice including complex asset divorces, personal injury, and business litigation.*

* Managed cases from intake through settlement or trial. Processed and followed PIP claims, prepared insurance settlement packets, drafted pleadings, and participated in deposition and trial preparation.
* Efficiently brought current unorganized personal injury and divorce files and implemented methods for tracking litigation statutes of limitations. Created and maintained active case status list.
* Revised and updated personal injury forms, correspondence, and pleadings to conform to state and local court rules and procedures.
* Assisted staff with CM/ECF filings, OpenOnline research, and Microsoft Word and TimeMatters.

KARNOPP PETERSEN LLP–Bend, OR 03/97- 10/03

##### **Paralegal**

*Worked with senior litigation attorney who specialized in multi-million dollar complex business and tribal litigation. Case management from case initiation through verdict and subsequent judgment collection.*

* Direct involvement with clients and fact witnesses in document production and management; selected and prepared deposition and trial exhibits; created demonstrative exhibits using Excel and PowerPoint; helped prepare fact and expert witnesses for trial; and attended state and federal court trials.
* Created initial personal injury case files, procedures, and forms of correspondence, indexing, and pleadings when firm changed practice from insurance defense to plaintiff’s personal injury.
* Worked on post-judgment debt collection including asset research; judgment renewals; and also non-judicial and judicial foreclosures.
* Trained incoming legal assistants and paralegals.

# Education & Professional Development

Merritt Davis College of Business, Salem, Oregon—Legal Secretary Certification

NALS—Professional Paralegal Certification, Professional Legal Secretary Certification

Continuing Education—Over 300 seminar hours

Teaching—NALS PLS and Basic Courses: Overview & Ethics, Written Communications and The Courts

Awards—Marion-Polk Legal Secretary of the Year and Central Oregon Member of the Year

Professional References

Martin E. Hansen, [meh@francishansen.com](mailto:meh@francishansen.com)

Francis, Hansen & Martin, LLP, 1148 N.W. Hill St., Bend, OR 97701, (541) 389-5010

Kathie Schumacher, [kathy@shermlaw.com](mailto:kathy@shermlaw.com)

Sherman, Sherman, Johnnie & Hoyt, LLP, 693 Chemeketa St. N.E., Salem, OR 97301, (503) 364-2281

Susan F. Johnson, [sfj@karnopp.com](mailto:sfj@karnopp.com)

Karnopp Petersen, LLP, 1201 N.W. Wall St., Suite 300, Bend, OR 97701, (541) 382-3011

Tory C. Shirley, [tshirley@dunncarney.com](mailto:tshirley@dunncarney.com)

Dunn, Carney, Allen, Higgins & Tongue, LLP, 801 S.W. Sixth Ave., Suite 1500, Portland, OR 97204

(503) 224-6440