

**BRIAN SCULLY**

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Experienced written and verbal communicator, thorough understanding of legal terminology and research, excellent writing skills, proven organizational strategies, professional, energetic, detail oriented, positive attitude, organized, multitask driven, personable, excellent proofreading skills, hard working, work well under pressure and in a fast paced environment, team player and work well independently, problem solver, data analyst, with good production and computer skills.

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**EDUCATION/PROFESSIONAL DEVELOPMENT**

**Oregon Paralegal Association**, 2011-Present  
**ABA-Approved Paralegal Certificate**, 2002  
DENVER CAREER COLLEGE, Denver, CO  
Formerly known as Denver Paralegal Institute  
**BA-Communication**, 2000  
UNIVERSITY OF MASSACHUSETTS, Amherst, MA

**PROFESSIONAL EXPERIENCE**

PECI, INC, Portland, OR

**Paralegal/Contract Administrator**

2010-

- Responsible for drafting, review, management, and administration of contract documents including but not limited to Professional Service Agreements, Subcontracts, Amendments, Work Orders, Non Disclosure Agreements, MOU's, Access/Participation Agreements, Letters of Intent, and Termination Letters.
- Perform research in a variety of legal areas including federal and state regulations.
- Provide support to General Counsel including assistance with internal and external correspondence, drafting, and filing.
- Work with General Counsel and Applications Development Group on continued development of a contract management system.
- Assist in the development of internal policies including trademark, copyright, and signature guidelines.
- Responsible for legal and corporate document filing and maintaining board meeting minutes and resolution records book.
- Provide research and analysis as requested in the form of memoranda or other documents.
- Manage intellectual property portfolio.
- Assist Proposal Development group with gathering necessary information for responses to Request for Proposals.
- Manage signature process on all legal documents.
- Review of legal forms for accuracy and prepare reports with contract updates.
- Manage all requests for insurance certificates and insurance requirements.
- Assist with preparation of internal training for employees on legal issues and manage company's automated contracts approval and tracking system.
- Manage special projects as requested.
- Attend continual legal/contract training seminars and conferences.

PACIFICORP/ADECCO, Portland, OR

2009-2010

**Compliance Analyst (Temporary Position)**

- Ensured compliance with the requirements of the Federal Energy Regulatory Commission (FERC) Open Access Transmission Tariff (OATT).
- Periodically review the PacifiCorp Open Access Same Time Information System (OASIS) and public postings made to ensure accuracy and compliance to current requirements.
- Monitored system access to non-public transmission data.
- Ensure compliance with the requirements of the North American Electric Reliability Council (NERC) and Western Electricity Coordination Council (WECC) reliability standards.
- Recommended changes where appropriate to PacifiCorp Transmission's business practices to ensure compliance with the requirements of the Federal Energy Regulatory Commission (FERC) Open Access Transmission Tariff (OATT).
- Maintained an understanding of industry Best Practices related to OATT compliance and recommend systems and procedures accordingly.
- Participated in employee training as required.

FORENSIC BUILDING CONSULTANTS, Portland, OR

2008-2009

**Project Coordinator/Paralegal**

- Prepared proposals, extension of services, responses to RFP's within a high demand turn around/deadline.
- Created a billing and sales dashboard weekly for management meetings and weekly production meetings.
- Responsible for project management, tracking budgets, and coordinated billings for eighty projects at any given time.
- Prepared and maintained bid analysis worksheets for prospective jobs.
- Responsible for generating and maintaining proposal templates and worksheets.
- Assisted project managers in daily activities from administrative duties to project coordination.
- Prepared exhibits and other demonstrative evidence for use at trial.
- Assisted in legal research with projects.
- Assisted in-house experts in preparation for experts meetings, depositions and trials.
- Assisted in the scheduling and coordination of field investigators.

OTAK, INC., Lake Oswego, OR

2006-2008

**Contract Administrator**

- Analyzed moderate to complex risk level solicitations and contracts.
- Negotiated contracts with Clients/Subconsultants.
- Developed complex cost proposals/contract schedules.
- Developed administrative, contractual and reporting documents including assisting coordination through to signature and project closeout.
- Managed the contract database and tracking of all contract amounts and termination dates.
- Coordinated closely with project managers and accounting personnel.
- Assisted Project Management in the project setup process and in developing procedures regarding risk management.
- Maintained close coordination with CFO/Corporate Accounting, Legal Counsel, and senior managers and staff.

COLORADO DEPARTMENT OF PUBLIC HEALTH, Denver, CO

2006-2006

**Environmental Paralegal (Temp Position)**

- Provided support to the field services, asbestos, lead and CFC enforcement programs.
- Drafted enforcement and litigation-related documents.
- Organized and maintained research, information and evidence.
- Compiled proposed findings of fact, conclusions of law, and proposed order formats and managed enforcement action cases ensuring timely resolution of the actions.
- Responded to Open Records requests and filed confidentiality reviews and supported the stationary source regulation development activities and drafted rulemaking documents.

DEFAULT LINK INC., Wilmington, NC

2003-2006

**Foreclosure Paralegal (Contract Position)**

- Prepared Notice of Foreclosure and record with the Registrar of Deeds and the District Court Clerk Office.
- Conducted sale of residential property as agent for the trustee/attorney, collecting cash deposit and bidder data and held immediate resale if the bidder failed to produce required deposit all pursuant to statute.
- Generated Report of Foreclosure sale/resale, receipt of bid funds, and sales results and certificates, presenting all documentation to handling attorney.
- Finalized documents to be filed with the Registrar of Deeds and the District Court Clerk Office.

BI INC., Boulder, CO

2002-2002

**Contract Administrator Intern**

- Created government contracts, necessary amendments, and addendums upon notification of agency, and conducted legal research in support of set-forth agreements.
- Reviewed Request for Proposals for problematic language and proposed resolutions.
- Communicated regularly with sales representatives and clients to facilitate establishing contractual relationships within specified deadlines.
- Revamped the corporate database by adding new clients and current clients, contracts, amendments, pending contracts to reflect the appropriate deadlines.

**COMPUTER SKILLS**

Microsoft Office 2007, 2010 Word, Excel, PowerPoint, Outlook, Access, Word Perfect, Salesforce, PSA System, Contract Management Systems, AccuTerm2000, Axiom, Lotus 123, Internet, Pegasus, Deltek, Mac, Entourage