

Lorne Barfield
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Qualifications

Self-motivated worker and student with wide breadth of programming knowledge. Adept at building productive relationships to further the organization's goals. Received excellent ratings from superiors and high acclaim for attention to detail, adaptability, enthusiasm, and teamwork. Programming experience includes HTML, CSS, Javascript, JQuery, Bootstrap, PHP, Laravel, MySql, Angular JS, SASS, Python, Ruby, CLI, and I am currently learning Node JS.

Professional Experience

PETERSON MARTIN & REYNOLDS

2013-2015

Legal Assistant

- Supported all attorneys in office. Handled calls, mail and other administrative tasks. Drafted and edited legal correspondence and documents, including discovery, demands, complaints, voir dire questions, etc. essential to case progression and trial.
- Performed research via Westlaw to find pertinent witnesses and information essential to cases. Redlined and reviewed contracts and various real estate documents. Created deposition summaries.
- Managed firm calendar. Organized, indexed and filed all pertinent case documents.

BOORNAZIAN JENSEN & GARTHE LLP

2011-2013

Legal Assistant

- Supported partner and three associates. Experienced in working with and helping train new attorneys and legal assistants. Edited and proofread multiple attorneys and assistants work, including pleadings and discovery responses. Managed, communicated and prioritized efficiently and effectively
- Ran weekly meetings to assure all of the attorneys appearances and conferences up to date and accurate
- Drafted pretrial statements and settlement conference memoranda. Prepared and served trial subpoenas, organized and marked trial exhibits, prepared preparation of graphs and demonstrative exhibits for use at trial. Drafted jury instructions, motions in limine and voir dire questions. Handled exhibits, ordered and summarize trial transcripts for appeal purposes, prepared settlement calculations, drafted settlement documents, motions and stipulations for settlement

- Organized a shared repository to for main attorney to track cases. Scanned and tracked all incoming mail and correspondence for ease of reference

DE LA PEÑA & HOLIDAY LLP (f/k/a DE LA PENA & MCDONALD) 2007-2011

Legal Assistant

- Supported three attorneys. Handled calls, mail and other administrative tasks. Drafted and edited legal correspondence and documents, including discovery, demands, complaints, voir dire questions, etc. essential to case progression and trial.
- Managed entire firm calendar
- Constantly came up with new procedures and ideas for increased growth and proficiency in our office
- Organized a shared repository to transition the office into a paperless one

BRENT COON & ASSOCIATES

2006-2007

Database Manager/Bankruptcy Clerk

- Maintained and updated ediscovery database with important client documents for trial. Prepared reports for attorney use and review for trial.
- Composed and filed bankruptcy claims with corporation trusts
- Coordinated and ran office database training sessions in both LexisNexis (aka Concordance)

Education

CODEUP ACADEMY

Full LAMP Stack Web Development Program

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Bachelor of Music in Performance, graduated June 2006

Additional Accomplishments:

- Course Supervisor for Erwan Davon Teachings (Personal Development Organization)
- Blues and Swing Dance Instructor
- Opera Singer