



ATTORNEY & STAFFING SPECIALISTS

OBJECTIVE: To obtain a position as a paralegal or legal assistant.

SUMMARY OF QUALIFICATIONS

- Over five years experience as a Manager, expert in communication, multi-tasking, organization, and prioritizing.
- Certificated in Paralegal Studies, with emphasis in Intellectual Property, Civil Litigation, Tort Law, and Contract Law.
- Able to communicate effectively with both legal staff and clients to achieve success for firm/company.
- Strong working knowledge of Microsoft Office, Lexis Nexis, and Internet Search Engines.
- Proficient in drafting litigation documents, legal research, citation, and Patent, Trademark, Copyright application form completion.

RELATED EXPERIENCE AND SKILLS

ADMINISTRATIVE

- Scheduled and organized over 30 staff and management meetings.
- Handled multiple phone lines, faxed, copied and scanned documents, ordered supplies, performed bank transactions, typed documents, maintained and organized all files.
- Updated and maintained business goals daily, while forecasting for next quarter.
- Coordinated calendar for business events such as, corporate visits and evaluations, large floor moves, staff training exercises, interviews.

LEGAL

- Practiced in shepardizing state and federal cases, statutes, and laws using Lexis Nexis and resources at law libraries. Also proficient with proper citation and California rules of court.
- Drafted documents such as: civil action complaints, requests for special interrogatories, trial briefs for defendant, retainer agreements, litigation response letters, memorandums, case briefs, and opinion letters.

EMPLOYMENT HISTORY

Assistant Manager	National Retail Store, San Diego, CA	2004-2006
Assistant Manager	Limited Too, Kalamazoo, MI	2002-2004
Service Area Manager	Lowe's, Kalamazoo, MI	2000-2002

EDUCATION AND TRAINING

Paralegal Certificate Program approved by the American Bar Association	University of California, San Diego, CA	2008
Bachelor of Science	Western Michigan University, Kalamazoo, MI	2003



QUALIFICATIONS

Experienced and detail-oriented legal secretary with over 20 years of legal experience with the last 7 years in the biopharmaceutical industry. Positive can-do attitude and ability to contribute to many different aspects of the legal field in both a law firm setting as well as in an in-house corporate environment.

PROFESSIONAL EXPERIENCE

MEDICAL DEVICE COMPANY, San Diego, CA
Sr. Administrative Assistant

2006 - Present

- Support Chief Legal Officer/General Counsel;
- Back-up Executive Assistant to Chief Executive Officer and Chief Financial Officer;
- Act as liaison with other departments, the Board of Directors and outside counsel;
- Handle highly sensitive, confidential and non-routine information;
- Prepare Non-Disclosure Agreements for company and third parties;
- Track agreements for signature within and outside the company; log into contract database and scan files into Legal drive;
- Create new files and maintain filing index and legal files;
- Assist in preparation and finalization of materials and documentation to the Board of Directors;
- Coordinate travel for CLO/GC and other senior staff members;
- Manage CLO/GC schedule and calendar, coordinate meetings, including video/teleconferences in US and Europe;
- Act as liaison between stockholders and outside counsel;
- Assisted Director of Business Affairs with IPO mailings, notifications, and distribution of employee stock option grants.

PHARMACEUTICAL COMPANY, San Diego, CA
Sr. Legal Assistant

2000 - 2006

- Supporting Corporate Legal Affairs group consisting of a Sr. Director of Corporate Human Resources, a Sr. Dir., Corporate Transactional, and one Corporate Paralegal. Assist various clinical and therapeutic market attorneys.
- Handle highly sensitive, confidential and non-routine information;
- Assist in preparation and finalization of general correspondence, consulting agreements, confidentiality agreements, separation and general release agreements; memos to the Board of Directors, SEC filings; and preparation of monthly transaction reports for officers of the company.
- Assisted in the divestiture of 15 products.
- Process and track incoming invoices; manage office supplies for department.
- Maintain multiple calendars; schedule meetings; act as liaison with other departments and outside agencies, including senior and executive level management, including Board of Directors, officers and other company personnel.
- Participate in hiring process and train new staff.

GOVERNMENT ENTITY, San Diego, CA
Legal Secretary

1996 - 2000

- Assistant to Assistant Attorney in various aspects of legal work, research and litigation;
- Prepared legal documents, agenda items for Board Meetings, legal briefs, opinions, hearing proceedings, contracts, ordinances, orders, complaints and decisions, reports and correspondence of a legal nature;
- Scheduled meetings with outside counsel and Board of Directors;
- Coordinated travel and prepared expense reports;
- Point of contact to district staff, general public, and outside counsel;
- Implemented and maintained Access database of active litigation matters.

MEDIUM SIZED LAW FIRM, Seattle, WA
Legal Secretary

1991 - 1995

- Assistant to Chair of Construction and Government Contracts (construction defect), litigation (Intellectual Property) partner, and first year associate and paralegal
- Drafted and finalized correspondence and legal documents, ensured timely court filings; set up and maintained files; liaison to clients, coordinated client meetings, coordinated court reporters, depositions, mediations, and settlement conferences
- Time entry for attorneys and paralegal

SPECIAL TRAINING

Commission California Notary

AWARDS AND ACKNOWLEDGEMENTS

Award of Excellence

July, 2005

Awarded a Certificate for Services Above and Beyond the Call of Duty

2003

SOFTWARE EXPERIENCE

Microsoft Office
Access Database
Delta View (contract redlining program)