

Suzie Seeker 2
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Paralegal internship or entry level position in Family Law

EDUCATION

AAS, Paralegal, Portland Community College, Portland, OR expected 2016
Achievements: Honor Roll – Deans or Presidents Lists 5/6 terms GPA 3.66

Paralegal Courses:

Law Fundamentals, Substantive Law, Techniques of Interview, Ethics, Family Law/Juvenile Law, Criminal Law, Law Library and Legal Research, Torts & Personal Injury, Medical Terminology, Estate Planning, Legal Software

COMPUTER & LEGAL SOFTWARE

MS Office 2013 – Intermediate, Windows 10, Word Perfect, Adobe Pro, Google apps, WordPress, Publisher, QuickBooks, Familiar with: AbacusLaw, Tabs3 and Clio, Time Matters, Drop Box, Lexis Fast Case, Trial Director Best Case, Odyssey, Firm Central, Rocket Matter (CRM, case management systems, audio/video editing software)

EXPERIENCE

Paralegal Internship (120 hours)

XXXX Attorney at Law, Portland, OR

2016

- Order, organize and review medical documents from numerous providers, draft summary of findings for medical summary reports
- Draft demand letters and responses with personal quality control for accuracy and professionalism
- Process documents via fax, and mail
- Prepare materials for court proceedings
- Conduct ORS research, summarized and briefed for supervising attorney
- Greet general public in person and phone creating welcoming environment
- Screen calls from multi-line phone while attending to clerical support; solicit and note information in specific detail and determine if case is viable

Legal Research Freelance

2014

XXXX Attorney at Law, Portland, OR

- Research ORS for medical witness testimony and malpractice claims for case preparation
- Conduct investigative work including photographs for evidence

WORK EXPERIENCE

Teachers Assistant

Portland Public Schools, Substitute Educational Asst. Portland, OR

2005-Present

Tigard Tualatin S.D., Educational Asst., Tigard, OR

2000-2005

- Work with special needs students, requiring strong communication skills for clarity and patience to understand **student's needs or requests**, Provide classroom and administrative support for 2-3 teachers
- Instruct students and assessed understanding using various communication techniques
- Knowledge of reporting procedures and assessing information for accuracy and veracity

RELATED SKILLS

- Medical Terminology
- Oregon Notary Public *Commission No. 123456 – expires 1/2017*