

Specializing in precise drafting, proofreading, and editing of documents across various industries, with particular expertise in legal and educational program documentation. Skilled in evaluating processes and procedures, with a strong focus on streamlining and optimizing workflows through personnel training and technological improvements. Proven ability to manage multiple concurrent assignments, ensuring deadlines are met without compromising quality. Highly capable of collaborating with a diverse range of stakeholders, thoroughly understanding their needs, and delivering tailored solutions that align with their goals. Experienced in public speaking, supervising and managing teams, and delegating tasks to ensure optimal productivity and results.

EXPERIENCE

GALT FOUNDATION, Salem, OR: 2/2025 – Present

Administrative Support Specialist (Temporary) for the State of Oregon Home Care Commission: Content management for home care worker training program, data management using multiple systems (Zoom, Oregon State University PACE system, Canvas remote learning platform, proprietary state databases), stipend eligibility review, packing and distribution of personal protective equipment for caregivers.

EVENUP LAW, San Francisco, CA (100% remote-located in Salem, OR): 11/2023 – 9/2024

Legal Operations Specialist/Senior Paralegal/Workflow Optimization Advisor. Nationwide plaintiff personal injury demand drafting (including motor vehicle collision, pedestrian and cyclist injury, public transit passenger, and premises slip and fall injuries), encompassing case value evaluation, exhibit preparation and demand revision support, and including medical, plaintiff impact, and case summaries. Ongoing AI training and software workflow improvement and support.

ALAMEDA COUNTY SUPERIOR COURT, Hayward, CA: 3/2022 – 9/2022

Legal Processing Assistant, Family Law Unit/Records Team and RPO Team. Documentation of work processes and training of new employees, while learning on the job. Document imaging and routing; incoming and outgoing mail processing; courtroom document processing; executing copy requests from stakeholders, including certifying and fee accounting; pre-processing, imaging, and routing Ex Parte, DCSS, and Judgment packets; generating weekly CRIMS reports for all Domestic Violence and Elder Abuse court hearings; final review of restraining order documents before transmission to CARPOS; organization and management of thousands of confidential CLETS forms, including tracking through TRO to OAH. Use of DOMAIN, eCOURTS, CRIMS, and RPO/CARPOS.

BARBRI, INC., Dallas, TX (100% remote-located in San Leandro, CA): 5/2021 – 8/2021

Video Captions Proofer: Proofreading Bar exam test preparation videos: verifying adherence to style guide, timing and accuracy of on-screen text, presentation style and coherence. Distributed work group managed using JIRA; video and text work using Frame.io and Microsoft Office.

ABRONSON LAW OFFICES, Los Gatos, CA: 3/2019 – 8/2019

Senior Paralegal/Workflow Optimization Specialist: Plaintiff Personal Injury; Medical Malpractice; Breach of Contract/Bad Faith; Minors Compromise. Law office personnel process management, communications; practice management software tailoring, and training. Case file evaluation and organization; medical, deposition, and case summaries; witness and attorney trial preparation.

LAW OFFICE OF GREGORY WILCOX, Berkeley, CA: 7/2011 – 7/2019

Senior Paralegal/Office Manager: Elder law specialty practice. Medi-Cal qualification and estate recovery planning, special needs/discretionary trusts (first party (d)(4)(a), third party, and pooled), estate planning, trust administration for public benefits retention, trust modifications, durable and medical power of attorney, court document drafting, court filings for 3100 actions and trust modifications under 17200.

ADAM S. KUTNER, P.C., Las Vegas, NV Las Vegas, NV, Berkeley, CA:
5/2010 – 12/2010; 2006-2009 (hybrid on-site and remote work)

Senior Paralegal: training new staff on all aspects of plaintiff personal injury law practice, Clark County, Nevada district court filing procedures and service compliance; drafting pleadings- complaints, summons, interrogatories, responses to discovery requests, summary judgment motions, response to motion to dismiss, minor's compromise petitions); evaluation of medical records and billing, subrogation, settlement negotiation, medical specials, property damage and wage loss, lien negotiation/reductions, disbursements, and litigation/arbitration procedures. Client intake. Client and claims adjuster/insurance company updates; assisting with restructuring settlement awards disbursement department; initial phase of litigation (drafting and e-filing complaints, summons, responses to motions to dismiss some or all causes of action, minor's compromise petitions); Statute of Limitations verification and tracking; disbursements, including provider balance verification and reductions negotiation.

AUDET & PARTNERS, LLC, San Francisco, CA: 2009 – 2010

Paralegal/Document Management Specialist (on-call, project work): Electronic document organization; trial preparation; reading, summarizing, and coding hundreds of electronic communications and case documents for breach of contract case.

VOLUNTEER EXPERIENCE

BROADMOOR PREP, San Leandro, CA: 6/2021 – 6/2022

Administrator/Educator: Unschooling for college preparation of learners with learning and processing differences. Planning and facilitating curriculum and learning experiences, record keeping for diploma achievement, facilitation of concurrent enrollment in community college.

SOCIETY FOR CREATIVE ANACHRONISM, Milpitas, CA: 3/1984 – 1/2020

Regional Vice President (1/2018 to 1/2020): Community service/educational project planning and management; fund raising; database design and maintenance; organizational and procedure documentation. Recruitment and training of executive assistant staff for event site selection and event planning; client interface through social media. Past Board-level responsibilities: Regional Division Administrator specializing in heraldic services; Executive Assistant to Director; Executive Assistant to Vice-President for Operations. Support for Board meetings (parliamentary method: Sturgis).

MALCOLM X ELEMENTARY SCHOOL, Berkeley, CA: 1/2010-12/2013

Administrator - After School Enrichment program: full control of after-school program planning, including selection of independent contractor instructors/provider companies to provide desired curriculum, setting class schedule, registration of students and processing fee payments and space planning, and maintenance of the policies and procedures manual for the program, which served over 460 K-5 students.

President, Parent-Teacher Association (12/2011 – 6/2012): oversight of all other volunteer officers, annual budget ~\$95,000; prepare agenda and chair official meetings (parliamentary method: Roberts).

EDUCATION/CERTIFICATIONS/COMMISSIONS

STATE OF OREGON Notary Public; commission expires January 2029

STATE OF OREGON Food Handler Certification; expires September 2027

STATE OF OREGON, Alcohol Service Permit; expires September 2029

KAPLAN COLLEGE, Boca Raton, FL – AS, Paralegal Studies

SAN JOSE STATE UNIVERSITY, San Jose, CA – major: education, with a focus on project-based learning and integrated curriculum for fifth through twelfth grade.
