

Experience

Dunn & Dunn , P.C. (Defense Litigation)

Legal Assistant

February 2016- December 2017

- Managed Attorney's calendar. Scheduled appointments & followed up with clients to confirm.
- Assisted lead paralegal with E-files and managing documents of cases.
- Updated clients on the status of the cases.
- Timekeeping for billing clients.

York Howell and Guymon

Administrative Assistant

March 2015- October 2015

- Managed Attorney's calendar. Scheduled appointments & followed up with clients to confirm.
- Maintained legal documents and files in an organized manner; Cloud, Rocket Matter, PC and MAC drives.
- Assisted two paralegals with administrative tasks, such as writing letters, filing documents, and preparing basic documents.
- Collections
- Managed expenses, receipts and spreadsheets for legal team.
- Notary Services
- Visited Retirement homes to speak to clients about their end of life wishes.

Planned Estate Benefits

Paralegal

April 2013 - June 2014

- Drafted estate planning documents using Amicus Attorney.
 - Draft Deeds, trusts, wills powers of attorney and healthcare documents.
 - Formatted probate petitions using Adobe Acrobat for E-File.
 - Recording of deeds.
 - Assembled estate planning folders.
 - Maintained and organized client files on site.
 - Notarized documents for clients and all other Attorney's within the building.



- Maintained Attorney's calendar.
- Drafted and mailed sales correspondence to bring in clients for updates to their estate plans.
- Researched and pulled property information from various counties across the country.
- Notary Public for Utah.

Jones Waldo

Hospitality/Runner

May 2008 - August 2008

- Provided hospitality to clients in reception area.
- Greeted and escorted clients to conference rooms.
- Prepared conference rooms for mediations, meetings, sales promotions, etc.
- Receptionist duties: answering incoming calls for clients and directing call traffic to designated Attorney's.

Education

Salt Lake Community College

January 2018- Present

Prerequisites for Nursing Division

Market Campus- Certificate for Digital Marketing

Earned- May 2015

- Technical SEO, Content Strategy
- Google Analytics, Keyword Targeting
- Conducting Site Audits and site architecture

Salt Lake Community College

Paralegal Studies - Associates of Applied Science (A.A.S)

Graduated -May 2014

- American Bar Association (ABA) approved program.
- Completed 2-year program in 18 months.

Business - Associates of Science (A.S)

Graduated - May 2012

- Delta Epsilon Chi (DEX) Student Officer 2009-2010.



- Public Speaker at the SLCC Student Conference on Writing and Social Justice 2011.

Skills

- Unflappable disposition in fast paced and crisis environments.
- Strong oral and written communication skills.
- Rocket Matter for back up files and maintaining client origination.
- Microsoft Word, PowerPoint, Excel, & Adobe Acrobat.
- Ability to work independently and within a team setting.
- Education related experience with Concordance and Case Map and other legal software.
- Eligible for 10 Federal Preference Points by law as a military widow. Will provide DD214 to verify.

Notable Experience

- Alexis Witt vs. United States: taken to the threshold of Supreme Court to challenge the Feres Doctrine in a military medical malpractice claim for the death of my husband. The Supreme Court denied the Petition for Writ of Certiorari June 2011, after 8 years of litigation.
- Spokes model in a Public Service Announcement for the American Society of Anesthesiologist for their 2012 Lifeline Campaign to warn of dangers related to anesthesia without the proper care of a qualified Anesthesiologist present.
- Provided written testimonial to Congress for the Carmelo Rodriguez Military Malpractice Accountability Act.
- In May 2008 I traveled to Uganda, Africa with several students on a freelance self-funded humanitarian project to provide restoration to Namuyenj Church of Uganda Primary School.
- January of 2019 began serving on the Advisory Council for the Center for Law and Military Policy with my focus on Feres Doctrine Reform.

