

Beatrice I. Willis

EDUCATION

Casper College, Casper, WY— *Criminal Justice Program*

January 2019 to present - Associates of Arts

- Academic Paralegal Work study for legal department
- 3.404 gpa

Casper College, Casper, WY— *Paralegal Studies Program*

August 2017 - December 2018 - Associates of Arts

- Academic Paralegal Work study for legal department
- 3.404 gpa

Central Wyoming College, Riverton, WY— *Professional Administrative Assistant Program*

January 2010 - May 2010 - Certificate Program

Central Wyoming College, Riverton, WY— *Computer Science*

June 2001 - May 2002 - Major changed

EXPERIENCE

Casper Courtyard by Marriott, Casper, WY—*Front Desk*

April 2019 - PRESENT -SUPERVISOR - Bee Bennett

- Run daily arrival, departure and contingency reports
- Use of Fossee and MARSHA systems
- Receive electronic and other payments
- Use EMPOWER system on MGS Marriott website
- Run shift closing reports, count tills, make drops
- Independently run front desk

The Law Office of Richard Wilking, Casper, WY— *Paralegal*

September 2018-April 2019 -SUPERVISOR - RICHARD WILKING, ATTORNEY

- Professional Paralegal for Richard Wilking
- Research a variety of materials for various legal projects
- Legal document creation and filing, and general writing on a variety of topics
- Organization of all files
- Billing

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Mary Kubichek, Casper, WY— *Paralegal*

June 2018 - September 2018 - SUPERVISOR - MARY KUBICHEK, PARALEGAL STUDIES DIRECTOR

- Personal Paralegal for Professor Mary Kubichek
- Research a variety of materials for various legal projects
- Legal and general writing on a variety of topics
- Organize and compile many different media for classroom presentation.

Casper College Work Study Program, Casper, WY— *Academic Paralegal*

March 2018 - January 2019 - SUPERVISOR - MARY KUBICHEK, PARALEGAL STUDIES DIRECTOR

- Work Study for Paralegal Studies Professor Mary Kubichek
- Research a variety of materials for various legal projects
- Legal and general writing on a variety of topics
- Organize many different media for classroom presentation

Upwork, Nationwide— *Freelance and Website Copywriter*

January 2016 - PRESENT ONLINE WRITING ORGANIZATION

- Write various blogs and articles for professional presentation in printed and website materials.
- Research, write and edit copy for various means of public distribution.

KIS Oils, Brooklyn, OR— *Production Supervisor/Quality Control*

October 2015 - January 2016 SUPERVISOR - MOHAMAD ASHANAFTI, OWNER

- Oversee various production related functions
- Ensure a proper and accurate work flow in a warehouse production environment
- Supervise production staff

Shoshone & Arapaho Tribal Employment Rights Office (TERO), Fort Washakie, WY— *Administrative Assistant/ Accounts Receivable Clerk*

August 2009- June 2010 SUPERVISOR - FRANCENE SHAKESPEARE, OFFICE MANAGER

- Record/post all 2% revenue payments to Tribes
- 2% invoice billing and statements, revenue and compliance reports
- Coordinate and record TERO and Joint Business Council meetings
- Transcribe and certify meeting minutes

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Shoshone and Arapaho Office of the Joint Tribal Secretary, Fort Washakie, WY— Administrative Assistant/Transcriptionist

September 2007- July 2009 / October 2002- April 2004

SUPERVISED BY THE SHOSHONE AND ARAPAHO JOINT BUSINESS COUNCIL

- Schedule Joint Business Council meetings, set up, and record meetings
- Formulate and write Agendas, Resolutions, Memorandums
- Purchase orders, check requests, budgets
- Present items to JBC as needed
- Coordinate and organize Joint Secretary's time and tasks
- Transcribe, edit, format, certify and file official Joint Business Council meeting minutes

State of Wyoming through the Northern Arapaho Department of Social Services TANF Program, Arapahoe, WY— *Employment and Training Case Manager*

March 2000- May 2002 SUPERVISOR -ALLISON SAGE, JR., NADSS DIRECTOR

- Employment and Training Program Case Management
- Formulate IEP's with TANF clients
- Determine compliance with Individual Responsibility Plans
- Work with State of Wyoming WYCAS system
- E&T Diversity in the Workplace, How to avoid Discrimination in the Workplace, Assertive Aggressive, Properly Filling out an Application Trainings
- Scheduling appointments
- Setup OJT and Job Experience sites
- Case management for OJT and Job Experience records
- Many other general office and other duties as assigned.

Riverton Ranger, Wyoming State Journal, Wind River News, Lander, WY—*Staff Writer, Desk Editor, Editor*

July 1997- January 2000 - July 1991- February 1993 - SUPERVISORS - ERNIE OVER, EDITOR; BILL SNIFFIN, OWNER

- Write and edit newspaper articles for publication in local papers
- Desktop publishing and pagination
- Manual page layout
- Attend meetings and community events
- Take photos
- Build ads as needed.

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Wind River Life Center, Kinnear, WY— *Administrative Assistant/Bookkeeping*

May 1996- July 1997 SUPERVISOR - CHARLENE DELAUNAY, DIRECTOR

- Spreadsheet bookkeeping for 5 tribal programs
- Check requests
- Business council reporting
- Organize and set up meetings for director
- Memorandums, reports, etc. for director
- Answer phones and greet public
- Attend and organize community Lights On events, etc.

PARALEGAL SKILLS

- INTAKE INTERVIEWS
- CASE BRIEFING
- INTERNET RESEARCH
- BILLABLE TIME
- LEGAL ANALYSIS
- LEGAL WRITING
- CLIENT INTAKE INTERVIEWS
- FACT AND EXPERT WITNESS INTERVIEWS
- FACT INVESTIGATION
- WITNESS STATEMENTS AND MEMORANDUM
- DRAFTING WILLS AND CORPORATE DOCUMENTS
- TRIAL NOTEBOOK
- DISCOVERY AND PLEADINGS INDEXES
- EXHIBIT MANAGEMENT
- JURY INSTRUCTIONS
- JUROR QUESTIONNAIRES
- DEMAND LETTERS
- SETTLEMENT BROCHURES
- CITE CHECKING AND SHEPARDIZING
- LEGAL RESEARCH ON WESTLAW
- DOCUMENT CONTROL
- DEPOSITION SUMMARIES
- DRAFTING CONTRACTS
- DRAFTING FAMILY LAW DOCUMENTS
- DRAFTING PLEADINGS
- INTAKE MEMORANDUMS
- DRAFTING MOTIONS

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REFERENCES

[REDACTED]

August 2017 - PRESENT

[REDACTED]

[REDACTED]

July 1987 - PRESENT

[REDACTED]

[REDACTED]

[REDACTED]

June 1998 - PRESENT

[REDACTED]

[REDACTED]

June 1980 - PRESENT

[REDACTED]

[REDACTED]

July 1991 - PRESENT

[REDACTED]