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## EXPERIENCE

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### XXXXXX, PC, Portland, OR

#### Associate Attorney, May 2018 – Present

- Author written closing arguments and briefs for the administrative forum to defend client interests during claim litigation.
- Analyze medical evidence and the applicable statutes, rules, and caselaw to assess a plan of action to move a claim to closure or reach a reasonable resolution of the claim, and draft memoranda regarding the plan of action.
- Draft correspondence to clients regarding processing obligations and deadlines to ensure compliance with all rules.
- Calculate the estimated impairment award and future costs of a claim to determine reasonable settlement values.
- Question physicians to generate medical evidence for claim resolution.

### XXXXXX Law Office, Portland, OR

#### Contract Attorney, September 2016 – May 2018

- Reviewed discovery, prepared for depositions, and assisted with argument preparation for trial and ADR.
- Researched legal and factual questions and answered by preparing memoranda.
- Authored pleadings, including response brief in an employment matter in the Ninth Circuit, opening and reply briefs in a social security benefits case in District Court, and closing arbitration brief in a labor dispute.
- Represented client during a contract board mediation and participated in wage and hour mediation.
- Drafted and responded to trial motions, including requests for production, requests for admissions, and interrogatories.

### XXXXXX, Inc., McMinnville, OR

#### Legal Research Associate, July 2015 – April 2016

- Created custom tax solutions and concise tax explanations across hundreds of industries for clients in all 50 states.
- Researched laws and administrative guidance to maintain the accuracy of a library with more than 4 million tax answers.
- Created new custom libraries for individual clients addressing their specific needs.
- Developed income tax solutions for company's new income tax library.

### XXXXXX, Inc., Portland, OR

#### Administrative Temp, Periodic from April 2014 – November 2015

- Edited and updated product utilized to educate companies on workplace safety techniques.
- Vetted potential HR services and assisted in selecting a new system.
- Created electronic system tracking all client contracts, the type of contract, the managing consultant on each contract, and the contract's expiration date.

### XXXXXX, Portland, OR

#### Legal Intern, September 2013 – April 2014

- Conducted client consultations to prepare citizenship applications in compliance with federal law.
- Researched complex immigration issues, drafted memoranda and advised attorneys on accepting new clients.

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## EDUCATION

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### XXXXXX Law School, Portland, OR

J.D., July 2014

- Honors:* XXXXXX Law Student Grant & Honors 1<sup>st</sup> Year Moot Court Appellate Brief  
*Reports:* Co-authored XXXXXX for the XXXXXX Organization  
*Activities:* University of XXXXXX Summer Institutes on International & Comparative Law  
XXXXXX Law School Paris Summer Institute on International & Comparative Law

### XXXXXX College, City, State

B.A., major in Political Science, minor in Psychology, June 2009

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## COMMUNITY INVOLVEMENT

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**Vice-President and Events Coordinator**, Oregon XXXXXX Club

**Volunteer**, attorney with the ACLU of Oregon; Citizenship Days; Refugee Adjustment Day

**Assistant Director**, XXXXXX