

legal research and investigation, drafting complex legal briefs, motions, complaints and affidavits. Conduct focused interviews with clients and witnesses in civil and criminal cases. Prepare correspondence to clients, write case summaries, and maintain organized client files.

Key Achievements:

- Promoted from legal secretary to paralegal within one month of hire.
- Direct supervisor for paralegal intern.

STATE OF ALASKA, DEPARTMENT OF LAW – Bethel, AK

3/2006 to 8/2007

Victim-Witness Paralegal II

Manage an average daily caseload of 150+ criminal cases as Paralegal II for the State of Alaska.

Skillfully liaise with crime victims, witnesses, and state agencies to facilitate quality and timely provision of legal representation. Educate victims and witnesses regarding their legal rights, coordinate interview and trial schedules, prepare individuals to testify, and communicate status of trial process; conduct focused interviews with friendly and hostile witnesses in felony and misdemeanor cases. Cultivate and maintain open lines of communication and information with law enforcement officers, advocacy groups, and State experts. Perform discovery research and investigation, drafting legal documents including routine motions and pleadings and preparing summaries in support of prosecuting attorneys. Acquire police reports, medical and criminal records, and crime lab reports. Utilize PowerPoint and digital photographic technologies to create exhibits and prepare physical evidence for use in court.

Key Achievements:

- Pursued and earned Sexual Assault Response Team (SART) training certification.
- Significantly improved interagency relations by promoting informal weekly “just checking in” meetings.
- Prepared and delivered well-received presentation to local police department explaining court processes subsequent to police submission of cases to District Attorney’s Office.

BETHEL POLICE DEPARTMENT – Bethel, AK

3/2004 to 3/2006

Public Safety Dispatcher

Fielded incoming emergency calls on 3 9-1-1 lines, 6 business lines, and a VHF radio for local police department.

Answered calls and dispatched police, fire, and / or EMS teams to emergency scenes, conducting targeted interviews of callers to ascertain case specifics and victim locations. Documented each call in detail, utilizing information from caller and officer responses. Gathered data from local, state, and national databases. Logged in subpoenas to be served; supported records department in preparing police reports and other case information for delivery to the District Attorney’s Office, Adult Probation, and the local youth detention facility. Trained and supervised new dispatchers, submitting daily and weekly evaluations of trainees for review by Communications Supervisor.

Key Achievements:

- Often served as Police Department’s sole dispatcher on duty.
- Successfully structured and implemented efficient new process to more accurately track number of Minor Consuming Alcohol (MCA) convictions throughout Bethel and surrounding villages.
- Represented Police Department in the community by attending events, including Peace Walks sponsored by local domestic violence shelter, brown-bag lunches at regional high school, and job fairs.
- Earned letters of recognition from Chief of Police for success in communicating and helping to alleviate a highly volatile situation.
- Received letter of appreciation from Communications Supervisor for completing complicated fix of a major computer malfunction that had rendered computer-aided dispatch system inoperable.