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Board of Directors, 2nd VP/Membership Director - Iowa Association of Legal Assistants.Paralegals
Membership Council Manager, Management Team - Junior League of Des Moines
Big Duo - Big Brothers Big Sisters of Central Iowa
Guest Speaker/Presenter – Des Moines Area Community College

Certification: Certified Paralegal-NALA
Advanced Certified Paralegal-Trademarks

Computer Skills: Microsoft Office, IP Master, Vision, Word Perfect, HotDocs/IowaDocs,
Elite, Manac, ProVantage, Visio, DeltaView, Interaction, Westlaw, Lexis Nexis

EMPLOYMENT:

January 2016-Present **American Equity Investment Life Insurance Company**
West Des Moines, Iowa
Paralegal

Focus on Corporate Governance; Report to general counsel; work directly with Chief Executive Officer and Board of Directors; maintenance of minute books and records; responsible for SEC insider reporting compliance; Board of Directors support; draft and compile Board of Directors materials for Board and Company meetings; attend Board and Committee meetings and draft minutes and resolutions; draft corporate documents; work closely with executive management to support corporate initiatives.

August 2010-December 2015 **BrownWinick Law Firm**
Des Moines, Iowa
Paralegal

Intellectual Property/Litigation/Corporate Startup Group. Manage IP portfolio (both US and International); lead IP marketing meetings; prepare company formation documents and file biennial reports; draft minutes and resolutions; organize and maintain corporate minute books; prepare and electronically file IP and federal court filings; prepare discovery responses and provide litigation support; conduct legal research; conduct document review and production; perform trademark clearance searches; research trademark specimens; manage docket; extensive contact with clients and opposing/foreign counsel; extensive file management; review and approve client invoices.

January 2007-August 2010 **Brinks Hofer Gilson & Lione**
Chicago, Illinois
IP Legal Assistant

Trademark and Patent litigation/prosecution. Direct Report to Firm President. Draft correspondence and documents; provide litigation support; maintain docket deadlines; electronically file in federal court; order and obtain trademark search and patent file histories; extensive file management; heavy client contact; review and analyze watch notices; draft NDA and confidentiality agreements; research specimens for filing; maintenance of registrations.

September 2006-December 2006 **ACT, Inc.**
Iowa City, Iowa
Paralegal

Draft legal documents under the supervision of counsel; assist client and staff with legal related questions; negotiate with clients and staff on selected terms of contracts using parameters provided by counsel; perform legal research and prepare memorandums; Maintain legal files and databases; prepare applications for new trademarks and maintain company's trademarks.

January 2005-October 2006 **Sachnoff & Weaver (Merged with Reed Smith)**
Chicago, Illinois
Paralegal

Corporate and IP Department. Prepare corporate formation documents; prepare documents for mergers and acquisitions; preparation and assist attorney at closings; maintain corporate minute books; prepare documents and assist with general transactional matters; prepare trademark and patent filings; prepare and interpret docket reports.

December 2000-August 2003 **Hopkins & Huebner, PC**
Legal Assistant/Paralegal
Des Moines, Iowa

Litigation/Workers Compensation Department. Drafted pleadings; updated medical and deposition summaries; prepared trial notebooks; attended client meetings; legal research and memorandums; investigative and factual research; complex document organization; Assisted attorney at trial.

EDUCATION:

September 2003-December 2004 Western Michigan University/Cooley Law School
(Completed Torts I & II, Criminal Law I, Civil Procedure, Contracts, Legal Research & Writing)

January 2001-May 2003 Drake University-Bachelor of Arts Degree
Law & Politics/Pre-Law

August 1999-December 2000 Kirkwood Community College-Paralegal Program