



www.slingshotlegal.com
Shawn Stanley, President

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OBJECTIVE

Seeking to provide new clients with exceptional paralegal services that utilize my 31 years of paralegal experience, specialized skill in preparation for disputes and trials across legal disciplines, and my consistent ability to build and maintain satisfactory client relationships and confidentiality. Slingshot Legal Services strives to provide tailored expertise to our diverse, multi-industry clientele in need of paralegal assistance and support. With a practice model that values trust, integrity, and a commitment to each client's unique needs, SLS stands on the foundation of widespread rapport and respect built with our clients over many years of practice.

PARALEGAL SERVICES

- Construction/Judgement Lien Preparation
- Lien Notice Preparation and Delivery
- Lien Negotiation
- Commercial/Residential Site Inspections
- Extensive experience with Relativity, Summation, FileSite, and other eDiscovery systems as well as Clio
- Preparation of all Requested Pleadings
- Contract Preparation
- Preparation of all Real Estate Forms
- Preparation of all Necessary Garnishment forms
- Jury Selection Assistance
- Deposition, Mediation, Arbitration, and Trial Attendance
- Public Speaking and Educational Seminar Presenting
- Preparation of all Divorce Documents (including QDRO's)
- Process Service Specialist

PROFESSIONAL EXPERIENCE

Slingshot Legal Services – Mediation & Paralegal Services
President

May 2015 – Present

- Manage client engagement and assist in facilitating multi-discipline conflict cases, preparing clients for depositions, hearings, trials, and other dispute resolution processes under direct supervision of a licensed attorney.
- Compile key data for discoveries, review contracts for preparation, and prepare all pleadings, including complaints, answers, and discovery pleadings, under direct supervision of a licensed attorney.
- Conduct construction lien preparation/post-lien notices, debtor examinations, property traces, and the preparation of demand notices, as well as detailed research of all parties involved in mediation cases.
- Develop and exercise specialized knowledge of construction litigation support pertaining to construction management, contract reviews, site visits, and reviewing key documents.
- Attend hearings and trials while assisting in the preparation of mediation and arbitration.
- Assist clients in small-claim filings and provide public notary services pertaining to confidential documents.

Schwabe, Williamson & Wyatt, PC
Senior Paralegal – Construction Services

Jan 2004 – April 2015

- Maintained comprehensive communication with clients to ensure clarity and build a client-focused experience for an extensive case load.
- Prepared and drafted all notebooks prior to proceedings, a diverse range of complaints (breach of contract, lien foreclosures, quantum meruit, and more), as well as assisted in drafting answers to complaints (subpoenas, construction liens, and post-lien notices).
- Coordinated and performed all levels of discovery for a diverse clientele.
- Attended and conducted extensive construction-site inspections to determine defects and noncompliant conditions, consulting construction experts to determine noncompliance.
- Served as point of contact for clients prior to depositions, hearings, trials, arbitrations, and mediations and prepared attorneys and witnesses according to each case's needs.
- Attended and assisted counsel during a variety of trials across legal disciplines.

Tarlow, Jordan & Schrader/Tarlow, Naito & Summers
Senior Paralegal

Mar 1997 – Dec 2003

- Served a variety of attorneys across legal disciplines to prepare Full Cycle files for summons, complaints, answers, interrogatories, requests for production, appeals, and any post-trial proceedings.
- Prepared and prioritized all trial notebooks and exhibits, including all needed demonstrative exhibits, and assisted attorneys with all other aspects of trial preparation, research and documentation.
- Coordinated and performed all levels of discovery with a special focus on reviewing client documents for privilege and relevancy to individual proceedings.
- Served as point of contact for clients regarding construction issues/defects and debriefed clients, witnesses, and attorneys concerning hearings, trials, and other legal proceedings.

Bogle & Gates, PLLC
Legal Assistant/Paralegal

Jan 1990 – Mar 1997

- Assisted attorneys in preparation for trials, hearings, and closings, prepared indexes
- Drafted a diverse range of legal documents for attorneys across multiple legal disciplines and performed public notary duties upon request.
- Reviewed discovery findings, prepared exhibits, and organized and maintained case files.
- Served as point of contact for clients and conducted interviews prior to attorney meetings.

PROFESSIONAL AFFILIATIONS

- LeTip International, Inc. Sellwood Chapter – Ethics Chair
- Oregon Mediation Association
- Home Builders Association of Metro Portland
- Mediate.com Member (Practitioner Mediator)
- ESB Certified, Certification Office for Business Inclusion & Diversity for the State of Oregon
- Preferred Mediator, CLC Inc. (OR, WA, ID, CA, Mont, & AK)

EDUCATION EXPERIENCE

Bachelor of Science – Psychology and Sociology • Portland State University
Graduate Studies – Conflict Resolution • Portland State University