

## SKILLS AND COMPETENCIES

---

Microsoft SQL Server / T-SQL / SQL Server  
Business Intelligence Development Studio

Microsoft Exchange

Windows Server and desktop operating systems

Microsoft Office: Word and Excel proficient;  
PowerPoint, Outlook, Visio, Access conversant

ProLaw practice management software

Perl, VBA, AutoIt

Classic .ASP, PHP

Rules of Civil Procedure

Rules of Evidence

## WORK EXPERIENCE

---

Stokes Lawrence, P.S.

*Applications Manager, Diversity Committee member*

09/05 - present

- Counseled attorneys and paralegals on technology issues with emphases on information security and availability of forensic data
- Guided electronic discovery projects comprising millions of documents and records
- Developed electronic evidence
- Drafted electronic use guidelines and policies including social media and e-mail retention
- Implemented two-factor security for remote access
- Developed business intelligence reports providing real-time firm-health information to equity-holders
- Provided end-user support to 90 users in two offices
- Designed automated document assembly templates
- Automated hardware and software assessments providing rapid and accurate analysis of hardware utilization and software licensing compliance

Independent technology contractor

03/00 - 09/05

- Supported hardware and applications in diverse environments
- Developed solutions in to increase efficiency in business processes

Flow Solutions, Inc.

5/99 - 12/00

- Administered two-location, thirty-computer network and provided support to users
- Designed and installed replacement network, reducing recurring networking costs by 80%
- Streamlined servers to one operating system on one architecture

## EDUCATION

---

Seattle University School of Law

*Juris Doctor, criminal law focus, cum laude*

12/09

The Evergreen State College

*Bachelor of Arts, Liberal Arts*

6/05

## OTHER EXPERIENCE

---

Pro bono representations in Immigration Court and before the Board of Immigration Appeals and the Ninth Circuit Court of Appeals.

Technical and other work for these non-profit organizations:

Seattle Great City Initiative

Media Island

Liberating Voices!

Young Shakespeare Workshop