

**EMPLOYMENT HISTORY**

*VirtualPaul*

Paul Murphy, Founder and owner

Providing Paralegal and Administrative services remotely to attorneys and business owners.

*The Rode Law Firm, Tulsa, OK*

April 2016 to July 2018

**Paralegal**

*Drafting and finalizing legal documents, writing drafts, motions, petitions, discovery responses, etc.  
Preparing clients for upcoming depositions.*

*The Animal Law Center, Englewood, CO*

May 2014 to April 2016

**Paralegal/Office Manager**

*Fisher & Phillips LLP, Denver, CO*

September 2011 to May 2013

**Paralegal to two attorneys**

*Castle Stawiariski, LLC, Denver, CO*

June 2009 to September 2011

**Paralegal/Foreclosure Processor**

*Ritsema & Lyon, Colorado Springs, CO*

September 2008 to June 2009

**Insurance Defense Paralegal**

*University of Tulsa, Tulsa, Oklahoma*

**Adjunct Instructor, Paralegal Program | Legal Nurse Consultant Program;**

**Using Computers in the Law Office; and Legal Research and Writing for Legal Nurse Consultants.**

*Balogh, Cherry, Mitchell, and Williams, Tulsa, OK*

2001 to 2008

**Paralegal**

**EDUCATION**

**Sturm College of Law, Denver University, Denver, Colorado – Master of Science in Legal Administration**

**University of Oklahoma, Norman, Oklahoma - Bachelor of Liberal Studies Degree**

**TRAINING/CERTIFICATIONS**

**The University of Tulsa/Paralegal Studies (ABA Approved), Tulsa, Oklahoma - Legal Assistant Program Certification (with Honors)**

**Information Governance Certification Training by the Organization of Legal Professionals.**

**AWARDS/CERTIFICATES/INVOLVEMENTS**

**Member, Working Group 1, Sedona Conference®**

**Attended The Sedona Conference® Working Group on Electronic Document Retention & Production 2013 Annual Meeting**

**Recipient of the Yegge MSLA Endowment Scholarship, Sturm College of Law**

**Past Member, Advisory Board, Legal Assistant and Legal Nurse Consultant Program, University of Tulsa**

**Outstanding Master of Science in Legal Administration Graduate**