

# JODIE A. TOOHEY

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## **EDUCATION:**

Elgin Community College, Elgin, IL  
Basic Vocational Certificate in Paralegal with High Honors, December 2000  
Emphasis: Litigation, Real Estate, Family Law, Research, and Law Office Management  
GPA: 3.85 on a 4.00 scale

Iowa State University, Ames, IA  
B.S. in Community and Regional Planning with Honors and Distinction, May 1996  
Emphasis: Historic Preservation, Urban Design, and Writing  
GPA: 3.63 on a 4.00 scale

## **WORK EXPERIENCE:**

- 4/01-1/10 Lane & Waterman LLP, Law Firm, Davenport, IA  
Paralegal
- Assist attorneys in all phases of civil cases from drafting of initial pleadings through trial
  - Interview witnesses for varied cases from slip and falls through asbestos litigation witnesses
  - Draft numerous position statements for employer clients in discrimination cases
  - Organize, manage, and analyze voluminous documents in wide range of case types
  - Sole Paralegal on asbestos case representing seven clients simultaneously
  - Used Microsoft Office Suite including Outlook, Word, Excel, PowerPoint
- 6/00-2/01 Robert C. Lake, Real Estate Attorney, Wheaton, IL  
Part Time Legal Assistant
- Processed Real Estate Closing files
  - Ensured Attorney Review, Home Inspection, and Contingency dates were met
  - Answered clients' basic questions regarding the real estate transaction process
  - Reviewed and cleared Title Commitments
  - Used WordPerfect, data and merge files, and Title ordering software
- 9/97-11/99 Will County Land Use Department, Planning Division, Joliet, IL  
Administrative Planning Assistant
- Created ordinances for approved zoning amendment cases
  - Organized, compiled, and distributed agendas for the Land Use Committee
  - Organized, compiled, and distributed agendas for the Planning and Zoning Commission
  - Prepared minutes for two county public meetings
  - Tracked zoning cases through entire zoning amendment process
- 9/96-9/97 Law Office of Scott R. Erwin, Attorney at Law, DeKalb, IL  
Legal Secretary
- Prepared court pleadings and correspondence from dictation
  - Maintained payroll and billing
  - Wrote checks, made deposits, and maintained two bank accounts
  - Coordinated calendars of attorneys
  - Used WordPerfect, Quattro Pro, and Lotus 1-2-3 applications
- 8/94-6/96 Iowa State University Extension, Ames, IA, Research Assistant
- 5/95-8/95 Scott County Department of Planning and Development, Davenport, IA, Summer Intern
- 5/93-8/93 Van Allen Foundation, Clinton, IA, Summer Intern

## **AWARDS/ACTIVITIES:**

- Several Scholarships and Awards for Academic Excellence

- Reading
- Scrapbooking
- Walking/exercise
- Member Midwest Writing Center
- Published Book, Crush and Other Love Poems for Girls, December, 2007
- Blogging weekly at [www.jodiet.com/blog](http://www.jodiet.com/blog)

References Available upon Request