

JODIE A. TOOHEY

www.jodiet.com

WRITING RELATED WORK EXPERIENCE:

- 1/10-Present Self-Employed, Freelance Paralegal
- 4/09-Present Write and update (almost) weekly blog at www.jodiet.com/blog
- 2/08-Present Write content for and maintain web-site www.jodiet.com
- 4/01-1/10 Lane & Waterman LLP, Law Firm, Davenport, IA
Paralegal
- Wrote numerous position statements for employer clients in discrimination cases
 - Wrote discovery requests and responses in litigation files
 - Wrote summaries of medical records and depositions
 - Analyzed case merits and wrote memoranda presenting analysis
- 6/00-2/01 Robert C. Lake, Real Estate Attorney, Wheaton, IL
Part Time Legal Assistant
- Wrote various letters to process real estate closing files
- 9/97-11/99 Will County Land Use Department, Planning Division, Joliet, IL
Administrative Planning Assistant
- Wrote ordinances for approved zoning amendment cases
 - Wrote explanatory but concise agendas for two county boards
 - Wrote minutes for two county public meetings
- 9/96-9/97 Law Office of Scott R. Erwin, Attorney at Law, DeKalb, IL
Legal Secretary
- 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

WRITING COURSES AND WORKSHOPS:

- Technical Writing, On-line Course, Fall, 2009
- David R. Collins Writer's Conference, Multi-Day, Davenport, IA, June, 2009
- Getting Your Novel to Work
 - How to Get Published
 - Writing for Young Adults
- Pen in Hand Mini-Conference, Davenport, IA, March 2009
- Writing Through Parenthood
- Pen in Hand Mini-Conference, Presenter, Davenport, IA, October 2008
- Self-Publishing Panel
- Writer's Practicum, Multi-Week, Midwest Writing Center, Davenport, IA, Fall, 2008
- Novel Writing

David R. Collins Writer's Conference, Multi-Day, Davenport, IA, June, 2008

Novel Writing

Writing to Inspire

Pen in Hand Mini-Conference, Day Seminar, Davenport, IA, March, 2008

Creative Non-Fiction

Writing as Healing

Community Education Writing Course, Multi-Week, DeKalb, IL, 1997

Writing a Book, Evening Course, Clinton, IA, 2003

Elgin Community College, Legal Research with Writing, January 1999 – December 2000

Iowa State University, Creative Non-Fiction and Poetry, August 1994 – May 1996

GENERAL
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

AWARDS/ACTIVITIES:

- Member Midwest Writing Center
- Published Book, Crush and Other Love Poems for Girls, December, 2007