



My work includes a broad range of paralegal and administrative support services as well as client relations management for both of our Practice Groups.

Beth A. Pinkers

Paralegal and Executive Administrative Assistant

206.438.5240 *direct*

206.438.5241 *fax*

bpinkers@opuslawgroup.com

EDUCATION

Western Washington University, 1980 – B.S. Office Administration.

PARALEGAL AND ADMINISTRATIVE EXPERIENCE

1980 to Present

I provide paralegal and executive administrative support to the Retail Practice Group and the Litigation Practice Group. For example, I prepare correspondence, pleadings and other documents, including leasing documentation. I assist Retail Practice Group leadership with work flow coordination, including receipt of leasing projects from clients, requesting and reviewing conflict checks, initiating resolution of potential conflicts as needed, maintaining data listings of all active and non-active leasing matters and preparing client invoices. I have also been the principal administrative lead in all of the Annual Washington Retail Seminars.

I have significant additional experience in the following areas over my 25 year career in the legal industry: junior associate training; trial preparation and support; review and preparation of client invoices; assisting with quality assurance matters; training new secretarial staff; preparation of a law firm Litigation Handbook, as well as preparing revisions as needed and monitoring the upkeep of the firm's litigation form files.

Earlier in my career, I was engaged as a paralegal in medical negligence litigation, auto injury cases, Dalkon Shield product liability cases, asbestos product liability litigation, and Washington State Workmen's Compensation claims. My responsibilities included establishing and maintaining files, obtaining medical records, completing pleadings, correspondence and other documents for attorney's use; trial preparation and support; maintaining a litigation tickler system, interviewing new clients, drafting various types of pleadings, scheduling and summarizing depositions, and the preparation and maintenance of a firm's asbestos product lay and expert witness database.