# Gretchen Simons

16204 Winchester Dr. E. – Tacoma, WA 98445

**Home: 253-314-5209** **Work: 253-798-6743** gretchen.s@netzero.net

**WORK EXPERIENCE**

**2006-Present**

**Legal Assistant**

**Pierce County Prosecuting Attorney’s Office, Tacoma, Washington**

**Family Support Division**

* Provide assistance and manage caseload of over 275 cases from beginning to end of case, working with attorneys and the public to ensure fairness.
* Respond to public inquiries in person and telephone, providing prompt information, resolution of concerns, and referral to other agencies or services if needed.
* Set hearings and motions in Pierce County Superior Court via efiling in the LINX system, and prepare final orders for attorneys to present in court.
* Promote a positive work environment and encourage goodwill by volunteering my time to decorate co-workers’ offices in honor of their birthday.

*\*****2008 Volunteer*** *(2 days) – Blueberry Park, East 74th St, Tacoma. Pruned blueberry bushes and removed invasive plant species.*

**1999-2005**

**Secretary/Assistant**

**Franklin Pierce School District, Tacoma, Washington**

**Franklin Pierce High School**

* Guidance Office Secretary in Franklin Pierce High School, responsible for providing materials for monthly advisory classes for culminating project/senior portfolio. This involved supervising three to five students per class period to assist in the preparation of materials for the Senior Portfolio Program and Guidance Office.
* Planned, organized, and arranged for community panels for senior interviews/portfolio presentations.
* Planned, organized, and arranged school district College/Career Fair. This involved planning months’ in advance, calling and scheduling college reps and apprenticeship reps for attendance, mailing confirmation letters, and after-event thank-you notes.
* Prepared monthly scholarship newsletter. Given latitude to design, write articles, and locate scholarship opportunities for high school students**.**
* Maintained and updated high school class catalogue for registration.

**Administration Office**

* One of two assistants to the Assistant Superintendent.
* Prepared monthly reports for school district, reviewed and used in monthly board meetings.
* Prepared school district state reports.

**Food Service**

* Reconciled food purchase invoices and billing statements.
* Processed applications for state/school district food assistance program.

**General Maintenance**

* Reconciled school district utility invoices.
* Dispatched general maintenance crew for repair work.

***\*2005 Youth Project Leader –*** *United Way’s Youth Day of Caring (1-day event). Project leader for 10 students providing volunteer work to remove invasive plant species and remove litter from the Puget Creek Restoration project.*

**EDUCATION**

Pierce Community College, Ft. Steilacoom, Washington

***Associate Degree in Paralegal Studies,*** 2008

Evergreen State College, Tacoma, Washington

***Bachelor of Arts Degree,*** 2011