

**TAMRA J. COLE**  
***Appellate Paralegal***  
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## **PROFESSIONAL SKILLS**

**Masters Law Group, P.L.L.C.**  
Appellate Paralegal, 2017-present

**Seattle City Attorney's Office**  
Litigation Paralegal, 2010-2017

**Self Employed**  
Attorney, 2007-2010

**Law Offices of Susan L. Jeffries**  
Attorney, 2006-2007

**Self Employed**  
Attorney, 2004-2006

## **EDUCATION**

### **Thomas Jefferson School of Law**

J.D., Cum Laude with a Certificate in Law, Technology, and Communication, 2004

- Moot Court, including leading a team that won 3<sup>rd</sup> place in a national competition
- Awards: CALI Award; Jefferson Medal; Witkin Award in Civil Pro II; Honor Roll

### **California State University Monterey Bay**

B.S. in Management and International Entrepreneurship, 2001

- Internships: Business Law Group at Grunsky, Ebey, Farrar & Howell; contract review and interpretation at Opportunity Builders.
- Awards: Excellence in Intrepreneurship for a project where a partner and I designed an introductory class for new students; Dean's List every semester.

## **LEGAL LICENSES AND PROFESSIONAL TRAINING**

- Professional Mediation Skills Training Program, UW School of Law, 2010
- State Bar of Washington, admitted January 2009 (inactive)
- State Bar of California, admitted December 2004 (voluntarily surrendered)