

Ms. Jaime L. Hathaway

Iron Mountain, MI 49801 | 906.774.4068 | jlhathaway@protonmail.com

PROFESSIONAL EXPERIENCE

Estate Planning Paralegal

06/2018 to present

Pettis Webber Pacific, PS

100% Remote | Vancouver, WA

- Effectively prioritize and manage multiple concurrent tasks of varying degrees of complexity
- Regularly meet or exceed billable expectations
- Create detailed workplace procedures for specialized tasks
- Organize and compile frequently-used information into helpful reference files
- Stay on top of timelines and tasks to keep projects on track
- Progressively and successfully assume a greater workload in multiple legal areas
- Analyze projects and tasks and proactively problem solve issues
- Assess assignments and make recommendations to improve work product
- Apply legal knowledge and skills to successfully complete assigned tasks and projects
- Ghostwrite, proofread, and edit monthly articles for local community publication
- Successfully took over and cleaned up backlog of tasks with little supervision

Executive Assistant & Paralegal

05/2017 to 04/2018

Integrative Legal Support, LLC

100% Remote | Slidell, LA

- Analyzed and broke down large projects into manageable, assignable tasks
- Facilitated travel arrangements for CEO
- Researched legal matters and drafted documents
- Updated content and pages on company web page
- Coordinated recruitment for company

Administrative Assistant & DV Shelter Advocate

2017 to 2018

Caring House, Inc.

Iron Mountain, MI

Administrative Assistant (Sep 2017 – Jul 2018)

- Assisted callers, clients, and residents with emergency needs
- Successfully performed a broad range of administrative tasks that enabled shelter staff to provide caring and supportive services to clients
- Assisted Executive Director with grant preparation

Shelter Advocate (Mar 2017 – Sep 2017)

- Assisted callers, clients, and residents with emergency needs
- Listed and offered support to domestic violence shelter residents
- Responded to emergency situations within shelter
- Secured, maintained, cleaned, and organized shelter

Executive Assistant to CEO & HIPAA Compliance Officer

2011 to 2017

Spine Pain Diagnostics Associates

Niagara, WI

- Oversaw organizational compliance with, and training in, HIPAA privacy and security regulations
- Conducted HIPAA security risk assessments
- Successfully managed and led a major project of reorganizing thousands of medical charts

- Wrote, proofread, and edited medical articles, legal documents, proposals, organization newsletter, and articles for organization website
- Edited and proofread manuscripts for peer-reviewed medical journal
- Trained staff in office and telephone etiquette
- Organized and maintained the archives and current files of WISIPP
- Researched medical and scientific topics using NLM and other resources
- Performed a broad range of administrative and support tasks to enable CEO and business to operate at peak efficiency
- Oversaw physician and staff recruitment for clinic
- Assisted in the development and evaluation of marketing materials
- Served as back-up support for IT, transcription, and front office personnel when necessary

ADDITIONAL EXPERIENCE

Ghostwriter , local history book (2022 to present)	Remote
Editor , Raven Croaks Publishing (2021 to present)	Remote
Contributing Proofreader , Northern Living Magazine (2017-2020)	Remote
Freelance Editor , historical/religious text for private author (2016)	Remote
Freelance Researcher for writers, philanthropists, and attorneys	Remote
Instructional Design Assistant , Covenant Theological Seminary (2004-2006)	St. Louis, MO and Remote
• Wrote and edited study manuals for graduate courses	
Real Estate Paralegal , Ruth & MacNeille, P.A. (1997-2000)	Hilton Head Island, SC
Real Estate Paralegal , Jones Scheider & Patterson, P.A. (2001-2002)	Hilton Head Island, SC
Real Estate Paralegal , Law Offices of Spencer M. Smith, P.A. (2002-2003)	Hilton Head Island, SC
Real Estate Paralegal , Wilson & Bratt, P.A. (2003)	Hilton Head Island, SC

EDUCATION

Master of Library Science/Archives	University of Maryland, College Park, MD
Bachelor of Arts in English	Judson College, Marion, AL

TECHNOLOGY SKILLS

- Document management: Microsoft Office (Word, Excel, PowerPoint, Outlook), WordPerfect, Corel Presentations, Google Docs
- Remote communication: email, phone, videoconferencing, remote desktop applications, remote collaboration platforms
- Other: Adobe, Microsoft Access, Squarespace, VeraCrypt, Time Matters
- Adapts quickly to new and changing technology

PUBLICATIONS

Hathaway, Jaime L. (2021). A Taste of Kingdoms Past. *Taproot Magazine, Issue 46: Fable*, 46-51.