

CRUSADER

CURRICULUM VITAE

Proofreader & Certificated Paralegal

611 S Palm Cyn Dr Ste 7-512 • Palm Springs, CA 92264

• **Business Cell:** [REDACTED] [See web site!](#)

• **E-mail:** [REDACTED] [See web site!](#)

• **Web:** <http://WeNeverSleep.biz>

EDUCATION

PARALEGAL CERTIFICATE 1989
Muir Technical College Palm Desert, CA

DIPLOMA 1979
Loara High School Anaheim, CA

EMPLOYMENT

WE NEVER SLEEP PROOFREADING MAY 2005 - PRESENT
Palm Springs, California

- Crusader launched this business on a part-time basis in 2002 and now proofreads from his home full time for court reporters and screenwriters. He has proofread nearly 200,000 pages since November 2002.

OFFICE MANAGER
YATES COURT REPORTERS OCT 2002 - MAY 2005
Palm Desert, California

- Assisted owner of small court reporting agency with day-to-day operations on a part-time basis. Contracted as proofreader for several court reporters on a part-time basis.

FREELANCE PARALEGAL OCT 1996 - OCT 2002
Palm Springs, California

- Paralegal services for attorneys, individuals and a court reporting firm. Duties included legal research, preparation of legal documents, investigative work, and computer consulting. Organized, indexed and maintained thousands of documents for several large construction defect cases in Palm Desert. Managed an Anaheim law office between 2000 and 2002. Areas of law included criminal, civil, civil rights, family, labor, juvenile, and probate. Temporary legal and clerical assignments in the Palm Springs area for Kimco Staffing Pros and Desert Personnel.

PRISON OUTREACH 1996 - PRESENT
Palm Springs, California

- Provided more than 325 pro bono paralegal hours, to date, for inmates at county and state prisons throughout the United States. Emphasis on wrongful convictions, 3-strikes and civil rights issues.

EMPLOYMENT (CONTINUED)

COURT APPOINTED PARALEGAL
County of Orange

SEPT 1998 - JULY 1999
Santa Ana, California

- Provided paralegal services to indigent criminal defendant incarcerated in Orange County Jail. Duties included extensive legal and medical research, preparation of documents, interacting with licensed private investigator, court personnel, and potential expert witnesses; coordinated various projects for preliminary hearing and trial; telephonic and in-house jail conferences with defendant. Areas of law included criminal, civil and civil rights.

LEGAL ASSISTANT
LAW OFFICE OF NARAN REITMAN

FEB - MAY 1996
Palm Desert, CA

- Worked for solo practitioner with emphasis on business & civil litigation. Duties included preparation of complex legal documents, legal research, analysis of computer programs, computer training and file management.

LEGAL ASSISTANT
MASRY & VITITOE

MAR 1995 - FEB 1996
Rancho Mirage, CA

- Assigned to one attorney practicing business litigation, personal injury and some criminal law in office with seven staff members. Emphasis on cases involving gaming, Indian law and church law. Responsible for preparing a variety of complex legal documents, including complaints, responsive pleadings and discovery. Duties also included legal research (CD-ROM, Internet and book form); frequent interaction with clients, potential new clients, attorneys, paralegals, and court clerks; drafting correspondence and memos; transcription of investigative reports; monthly computerized billing statements; and calendaring. Also served as key operator for 7-station computer network and was responsible for resolving computer problems and training coworkers for various computer applications.

FREELANCE PARALEGAL

NOV 1992 - MAR 1995
California

- Provided paralegal services to attorneys and individuals in the Coachella Valley, including family law attorney Lee R. Mohr. Duties included legal research, preparation of legal documents, investigative work, process serving and computer consulting. Provided more than 80 pro bono hours for a unique AIDS litigation case in Los Angeles which resulted in a significant monetary settlement.

LEGAL ASSISTANT
BERMAN, KATZ & WEISS

FEB 1991 - NOV 1992
Palm Springs, CA

- Three partner catastrophic personal injury firm. Duties included heavy transcription; drafting and typing correspondence, pleadings and discovery; intake interviews with potential new clients; computer tracking of all client costs advanced and medical specials; preparation of various computerized legal forms; computer training and key network operator; legal research.

EMPLOYMENT (CONTINUED)

LEGAL ASSISTANT/OFFICE MANAGER
LAW OFFICE OF CAL McINTOSH

JUNE 1989 - JULY 1990
Palm Desert, CA

- Solo practitioner specializing in real estate, probate and estate planning. Duties included heavy transcription; preparing complaints and related pleadings; conducting extensive legal research and analysis of same; purchase computer equipment and programs; preparing payroll; supervising one legal secretary; setting up and supervising monthly billing procedures.

VARIOUS POSITIONS IN MEDICAL FIELD

1983 - 1989
California

- Medical Staff Coordinator for 85-bed psychiatric hospital in Cathedral City.
- Administrative Assistant for national hospital auditing firm based in Palm Springs. Duties included administration of health insurance claims for 110 employees.
- Administrative Assistant to Vice President of Nursing and then for Chemical Dependency Unit at Cedars-Sinai Medical Center for 3 ½ years.

COMPUTER SKILLS

- Extremely Internet proficient with emphasis on legal, medical and general research. Computer proficient with various IBM compatible computers, Hewlett Packard printers, and various peripherals. Proficient with Windows XP, 98, 95 and 3.1 operating systems. Moderate knowledge of HTML and web design. Thirteen years experience utilizing advanced features of WordPerfect for Windows 10, 8 and 6 series; WordPerfect for DOS 6, 5, and 4 series; Microsoft Works and Microsoft Word 7 and 6 series. Also proficient with DataPerfect, Compulaw and Timeslips calendaring and billing programs; Law Desk, Matthew Bender Authority and similar legal research programs; Legal Solutions, Martin Dean, and CEB computerized Judicial Council Forms. Moderate experience with Quicken & QuickBooks software. Experience with DOS and mainframe systems.

WRITING EXPERIENCE

- Seventeen years recent experience as a freelance journalist specializing in human interest, political and entertainment articles/features. Most recent gig was from 1999 to 2004 as staff writer and columnist for metroG.com, a Southern California gay webzine. Articles published in "The Advocate" and other gay-related magazines under the former name Andrew Exler. Wrote, produced and broadcasted news and feature programs for public radio in Los Angeles in the 1980s.

REFERENCES AVAILABLE UPON REQUEST