

**Carissa A. Parvin**

Tumwater, WA 98512 |

May 23, 2023

RE: Advisory Boards, Commissions, and Committees -- Application to LMD

To Whom It May Concern:

My name is Carissa Parvin, and I am a Washingtonian. I was born at St. Peter's Hospital in Olympia, and I have lived in Thurston County my entire life. My first and current home is in Tumwater in the Barnes Lake Condominiums. I have resided there since March of 2017. I was introduced to the Barnes Lake Management District Steering Committee (LMD) through Tom Sparks. In an HOA meeting, he informed us that there are two volunteer positions and described in brief what volunteering on the LMD entailed. I expressed my interest because I advocate for being active in my community and preserving the habitat for wildlife. I see joining the LMD as a way to participate in my community and preserve the local habitat.

I enjoy the outdoor labors of maintaining the land. Ensuring noxious weeds noted by the county remained unrooted, such as tansy and thistle, and clearing away fallen debris after winter. I am a hard worker, enjoy participating in outdoor work, especially along with others.

I enjoy working in a team and problem solving together to find a mutual solution to a common or tricky problem. I believe everyone has a variety of strengths to offer in a team. My strengths may not be "breathing" biology, but I am compassionate, a good listener, and I try to think outside of the box to provide possible options. I would like to help improve and maintain the hard work and efforts done by the mission of this committee through contributing my time and efforts to support this committee's goals.

Through my diligent work, ability to work independently or with a team, and my passion for nature as well as seeing a thriving habitat at Barnes Lake, I hope to contribute as a member of the Barnes Lake Management District Steering Committee. I appreciate the time and consideration taken to review my application. I look forward to hearing from you regarding this opportunity. Please do not hesitate to contact me if you need additional information.

Sincerely,

**Carissa Parvin**

## Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Carissa Parvin

Address: [REDACTED]

Tumwater, WA 98512

Telephone: (Home) \_\_\_\_\_

(Mobile) [REDACTED]

(Work) \_\_\_\_\_

Date: 5/23/24 Email: [REDACTED]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
<u>Barnes Lake Management District Steering Committee</u> Eleven members; Mayoral appointment; two-year terms; active	<u>1</u>
<u>Board of Parks and Recreation Commissioners</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Civil Service Commission</u> Three members; Mayoral appointment; six-year terms; active	_____
<u>Historic Preservation Commission</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____
<u>Lodging Tax Advisory Committee</u> Five to seven members; Mayoral appointment with Council confirmation; annual term; active	_____
<u>Planning Commission</u> Nine members; Mayoral appointment with Council confirmation; four-year terms; active	_____
<u>Tree Board</u> Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	_____

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## EDUCATION

<b>Paralegal -Associate in Applied Science</b> South Puget Sound Community College, Olympia, WA	<b>June 2016</b>
<b>Bachelor of Arts in Sociology</b> Central Washington University, Ellensburg, WA	<b>June 2012</b>
<b>Paralegal degree — Associate of Arts Degree</b> South Puget Sound Community College, Olympia, WA	<b>June 2010</b>

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## SKILLS

**Computer:** Microsoft Office (Word, Outlook, OneNote, etc.), WestLaw, BAIS, LawManager, Zoom, Jabber.

**Personal:** Social perceptiveness, works independently and collaboratively, comfortable with diverse groups, participates in diversity/equity/inclusion (DEI) initiatives, adaptive communication style, focuses on interpersonal relationship building with coworkers, learns new legal proceedings, familiar with statutes, and expanding research techniques.

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## EXPERIENCE

### Paralegal 1

**August 2023 –Present**

*Attorney General's Office – Labor and Industries division*

- Directly assists two Assistant Attorney Generals (AAGs) with their assigned caseload.
- Create and file AAG notice of appearances to newly assigned cases.
- Directly contact the judge's scheduler to request resetting a blind set conference if necessary and work with parties based on attorney's availability, parties, and judge to reset the conference in a new case.
- Handle daily scanned in mail that are PDF documents for attorneys by logging it into LawManager, updating calendars as necessary, renaming and placing PDFs into associate cases, inform attorneys of their scanned mail for the day, and advise them if necessary to changes in their cases based on the received mail.
- Upon receiving final witness list from AAG, reach out to witnesses and begin scheduling their testimony by hearing or by perpetuation deposition. Schedule a pre-phone conference with the witness and AAG prior to the hearing/perpetuation deposition.
- Create and draft our witness confirmation letter, ensuring language within is approved or as needed added by AAG, then file with the court and mail to the parties.
- Create subpoenas or deposition notice packets for our scheduled witnesses to finalize and send out about a month prior to the event.
- Ensure medical records gathered by the AAG are sent securely to the intended witness in weeks prior to their testimony.
- Assist the AAG in discovery as needed. For interrogatories and requests for production: Ensure our answers/objections to a party requesting interrogatories and production created by the litigation team look sound and are dated and signed by the required people before sending to the requesting party. For discovery depositions,

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make sure witnesses we need to depose in this listed by the AAG are timely scheduled and subpoenas are created and sent out as soon as possible.

- Ensure our witnesses have all they need prior to their date to testify. Handle their voucher payment requests by processing them through the correct channels.
- Triage emails as they come in for the day, prioritize requests, and ensure assigned tasks or requests are completed in a timely manner.
- Bate stamp all proposed exhibits and file with the court, making sure parties have copies as well.
- Perform P1 closing role to cases when AAG informs me that their closing role has been completed and I have verified that their closing role steps have been properly completed.

### Hearings Judicial Assistant (Legal Assistant 3)

September 2015 – August 2023

#### *Board of Industrial Insurance Appeals (BIIA)*

- Reclassified from Legal Assistant 2 to Legal Assistant 3 in 2022 after hiring freeze was lifted.
- Directly assists three hearing judges with their assigned caseload, actively serves as a backup to three judges, and has worked directly with or backup to ten other judges previously.
- Prepare letters, requests, and orders for judges including Dismiss Orders, Order on Agreement of Parties (OAP), and Washington Industrial Safety Health Act (WISHA) OAPs.
- Review Proposed Decision and Order (PDO) written by judges for grammatical and/or punctual errors relating to formatting issues, footnote citations, RCW and WAC citations, and relevant case elements (transcript testimony, deposition testimony, exhibits, jurisdictional history).
- Review Litigation Orders produced by judges, adding reminders (TICKs) per Litigation Orders into BAIS software to track total TICKs. Ensure parties complete required items on forms, meet deadlines for submission, and follow up with parties that are not complying with judicial requests.
- Handle witness confirmation letters from parties, contact parties if the letters are not completed, and issue warning letters when required deadlines to filing dates are not met.
- Verify case items are accounted for prior to setting the case RPDO before setting the case to FTJ and providing Case View information extracted from the BAIS software system, alerting judges to the 60-day PDO due date.
- Triage automated messages relating to cases, prioritize requests, coordinates with team members or judges to address items.

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### **New Appeals Processor (Office Assistant 3)**

**December 2013 – September 2015**

*Board of Industrial Insurance Appeals (BIIA)*

- Process and mail orders daily for New Appeals, Grants, Denies, and Reassumes.
- Assemble physical file orders for incoming new appeals daily.
- Handle the return mail for New Appeals, including researching parties to find correct contact information with sources for Liniis, Department of Revenue, and Secretary of State.
- Assisted and participated with transition from physical filing system to paperless BAIS system, destroying physical records per proper agency guidelines once transition was finalized.
- Managed Returns and Reassumes orders coming in through the DLI Portal in BAIS, routing orders to their perspective judicial administrative assistants, and logging necessary changes in Case Detail records.
- Process Notice of Withdrawals mailed by party members per the new appeal judge's decision if party members withdrawal was Approved or Denied.
- Coordinate with other processing staff to divide workload and process New Appeals within required timeframes.
- Assisted judicial administrative assistants within the New Appeals Unit.

### **Teacher Aid**

**August 2012 – December 2013**

*Capitol Campus Child Care Center*

- Provided staffing coverage to assist teaching staff with morning and afternoon breaks.
- Discuss children's growth with parents and share concerns relating to their progress on a daily basis.
- Relieved preschool lead teacher in afternoons by monitoring playing, care, and teaching of up to twenty children ranging from three to four years old in one room.
- Assisted with maintaining classrooms, such as re-filling supplies, emptying trash and recycle bins, and locking up the property's gates at closing.

### **Office Assistant**

**June 2006 – September 2012**

*Law Office of Thomas J. Westbrook, PLLC*

- Answered phone calls, served as reception staff for the office, created new client files, and handled office banking deposits.
- Assisted staff with filing, copying, and mailing party correspondences and case files.
- Created a client conflict management database using Microsoft Excel, assisting with the maintenance and transition from the archived client list software.
- Set up a client file purging and retention maintenance system using Microsoft Excel that interfaced with attorney and office manager records to purge old client files and prepare retained files for archiving.