

DAWNA M. STARR

1717 30th Avenue, Seattle WA 98122 | 206.818.6438 | dawnastarr@hotmail.com | www.bullystarr.com

QUALIFICATIONS SUMMARY

Paralegal and Project/Event Manager with 18+ years of experience utilizing technology to initiate, plan and manage programs and processes that enable business excellence in law firm and corporate settings. Skilled communicator with exceptional planning/organizational skills, diversity and cultural protocol know-how. Successfully thrives in the ownership of multiple projects.

EMPLOYMENT HISTORY

Rainier Investment Management, Inc., Seattle, WA

2008-Present

Corporate Paralegal/Project Supervisor, Office of the General Counsel

Work closely with General Counsel to provide legal support to the Board of Directors, Service & Sales Team, and Compliance Departments, managing a variety of routine corporate, transactional and operational matters. Provide project management for special projects involving all areas of the firm (disaster recovery, middle office outsourcing, contracts and matters database).

Manage conversion of legal files from paper to electronic, documenting key contract terms and status. Define requirements for contract and project database, and manage vendor selection process. Maintain form legal agreements, and coordinate execution of new contracts.

Maintain corporate minute book. Prepare Board and Shareholder meeting books and track resolutions and action items. Coordinate closing documentation for mutual fund transactions. Maintain documents for common stock redemptions and purchases, employment agreements, and leases. Obtain information and file necessary documentation to qualify corporation in foreign jurisdictions.

Microsoft Corporation, Redmond, WA

1999-2007

Program Manager, Intellectual Property & Licensing Marketing Team

2003-2007

Led efforts to provide tools and processes for participation in external Standards-Setting Organizations (SSOs, e.g., industry consortia, formal standards groups, national and international standards bodies), utilizing Software Development Lifecycle (SDLC) methodologies (e.g., requirements, design/information architecture, development, testing, deployment). Managed design and launch of internal SharePoint community sites for broad user base (Admin to Senior Management), which included a relational knowledge base reflecting Microsoft's participation in SSOs, relevant intellectual property obligations and issues and membership documents. Planned and managed development of a dues payment tool that reduced processing time from 25% program manager to <5% admin.

Served as web editor and content publisher for Microsoft's IP Licensing web site (www.microsoft.com/ip). Collaborated with Windows Logo Licensing, Trademark, and IP Ventures Groups to transition previously static website to a strategic communications vehicle for corporate strategy. Gathered business requirements, designed information architecture and managed vendor staff of 12-20.

Managed internal standards workshops and seminars, including work back schedules, logistics, and infrastructure support. Managed week-long annual event for directors of an international standards body. Provided logistical support for annual educational summit.

Paralegal, Standards Legal Team

1999-2003

Developed policy and procedures for newly established legal team which provided strategy for SSO participation. Cross-group collaboration with IP Strategy team, IP licensing team, business, development and program management to determine appropriate participation strategies, providing legal perspective and making recommendations to management to ensure a tight integration of strategies and practices related to the creation, preservation and best use of Microsoft's intellectual property (IP). Manage technical submissions made, and submit IP statements on behalf of Microsoft to SSOs. Provided legal review of standards documents, including membership agreements/participation contracts, intellectual property policies, and promoter/contributor/adopter agreements, and negotiate favorable terms where possible. Managed outside counsel and vendors, issuing requests for proposals, negotiating contracts, monitoring project status, and issuing payment for services rendered.

Covington & Burling, Washington, DC

1997-1999

Litigation Support Analyst; Practice Information Services Department

Managed all operations and logistical aspects of out-of-town, long-term trial sites that took place in cities across the U.S. Trial teams consisted of 5 - 50 legal staff, including high-ranked partners, other attorneys, paralegals, secretaries, support staff, and co-counsel. Managed vendors, including negotiation of scope of work and contract terms.

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Trained and managed paralegal and legal support staff (3-20 employees per project) on multiple concurrent projects. In addition to operations/logistics management, led responsibility for document management and scanning/coding projects, created training manuals and trained legal staff in effective use of litigation software. Functioned as liaison between legal and IT professionals.

DLA Piper Washington, DC (formerly Piper & Marbury)

1993–1997

Paralegal, Recipient of 1994 Pro Bono Award (Neal v. Moore Trial Team)

Complex litigation management, including drafting responses to discovery requests, large-scale document review and document production, scheduling and summarizing depositions and testimony, trial preparation and attendance, legal research, cite-checking. Analyzed legal fees and disbursements to clients and prepared fee petitions for submission to courts. Matters included a sexual harassment class action lawsuit, arbitration and other court actions for a large religious organization in state and federal courts, and aviation. Exceeded billable hour requirements yearly and engaged in extensive Pro Bono work in sexual harassment and immigration matters. Managed vendors, monitored project status and approved payments for services.

Managed Municipal Finance closings (held in DC, Baltimore and Philadelphia), including preparation of public offering documents and formal (bound) closing books. Matters were generally for issuance of municipal bonds in conjunction with residential or commercial developments. Group served as bond counsel, issuer's counsel, underwriter's counsel, special bankruptcy counsel, and trustee's counsel throughout the United States.

Before joining firm with Public Finance Group from **Ballard Spahr Andrews & Ingersoll**, served as an editor for the publication *ABCs of Arbitrage: Tax Rules for Investment of Bond Proceeds by Municipalities* (Frederic L. Ballard, 1994).

DynCorp, Reston, VA

1993

Contract Paralegal

Provided support to Corporate Secretary and Deputy General Counsel. Issued stock awards to directors, executive officers and other employees. Consulted on design of and maintained transactional securities and accounts payable databases.

Babst Calland Clements & Zomnir, PC, Pittsburgh, PA

1992-1993

Paralegal

Complex litigation support, focusing on environmental and construction matters. Assisted in formation and maintenance of corporate entities, partnerships and limited liability companies.

Westinghouse Electric Company, Pittsburgh, PA

1991-1992

Contract Paralegal

Large-scale document review projects focused on environmental matters.

EDUCATION

West Virginia University, Morgantown, WV.

B.A., Spanish (Minors: English, Communications; Industrial/Organizational Psychology)

Duquesne University, Pittsburgh, PA.

ABA-Approved Paralegal Certificate

Georgetown University, Washington, DC

Immigration Advocate Certificate

TECHNICAL SKILLS

Power/Expert user of Microsoft Operating Systems (Windows 2000/XP/Vista), Internet Explorer, Office (Access, Excel, Expressions, FrontPage, OneNote, Outlook, PowerPoint, Publisher, Word). Litigation software experience includes Concordance (front and back end), Lexis-Nexis, LiveNote, Summation (front and back end), TrialDirector, Westlaw. Web Site Design/Production including Information Architecture, Wireframes, Editorial Programming, Content Management, User Experience, User Acceptance Testing, HTML editors.

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PERSONAL

Pacific Northwest Bullmastiff Fanciers

2006-Present

President, Webmaster

Revised Articles of Incorporation/Bylaws and incorporated PNBFF as a non-profit entity in 2007, serving as registered agent. As interim Secretary in 2007, managed monthly Board meetings, drafted meeting notices, resolutions, and maintained meeting minutes. Managed voting process for issues voted upon by membership, and assisted with the establishment of a bank account. Oversee bi-annual membership meeting and banquet. Develop and maintain web site, publishing periodic content updates.

American Bullmastiff Association

2007-Present

Member, 2008 National Specialty Banquets & Events Chair, Rescue Volunteer Webmaster for 2008 and 2009 National Specialties

Mount Rainier Working Dog Club

2008-Present

Member, Public Relations Chair

Pacific Northwest Dogue de Bordeaux Fanciers

2009-Present

Vice President

Off Hours Web Design Services

American Bullmastiff Association Nationals

www.bullmastiff.us/Specialities/future/2008

www.bullmastiff.us/Specialities/2009/

Corporate Building Maintenance

www.corporatebuildingmaintenance.com

Double Dog Bullmastiffs

www.doubledogbullmastiffs.com

Mount Rainier Working Dog Club

www.mountrainierworkingdogclub.com

Ol West Farms

www.olwestfarms.com

Pacific Northwest Bullmastiff Fanciers

www.pnbf.org

Team Evolution Brazilian Jiu-Jitsu

www.evobjj.com

Conformation Dog Show Handling

Owner-handled my first show dog, Am/Intl CH Ol West Remington Steel CGC (Remi), to his American Kennel Club (AKC) championship in 2007-2008. In our first year of showing, Remi was ranked as one of the AKC's Top 50 Bullmastiffs, with the distinction of being the only non-champion dog to make that list. We continue to compete in the American and International show rings, and I train/handle other dogs in the conformation ring as well.

Conversational Fluency in the Spanish Language