



Anne M. Preston

anne@mfrassociates.com • 425.201.0549

PROFESSIONAL EXPERIENCE

MFR Associates PLLC, Mill Creek, WA

Paralegal and Executive Assistant

2016 – Present

Responsible for document production and management; billing.

Westshore Management, LLC, Hunts Point, WA

Independent Contractor, Executive Assistant

2013 – 2023

Reorganized computer and hard copy commercial property management files and created systems to track various processes; commercial/industrial insurance manager; database maintenance related to commercial properties.

Jones Law Group, PLLC, Bellevue, WA

Paralegal and Billing Manager

August 2015 – February 2016

May 2011 – May 2014

October 1997 – March 2008

Provided paralegal support for small law firm with focus on complex civil litigation in state, federal, and appellate courts, including but not limited to legal research, drafting of court documents, discovery, motion practice, and trial preparation; general business support in areas including but not limited to bankruptcy, contracts, corporate formation; estate planning, intellectual property, and securities; billing management.

5 Star Horsemanship, Kim McClelland

Assistant Trainer

2015 – 2019

Provided horsemanship and riding instruction to students of varying ages and trained horses of varying breeds.

Chang Law Group, PC, Redmond, WA

Paralegal and Billing Manager

July 2013 – September 2014

Provided contract litigation support for small law firm with focus on estate planning and probate; billing management.

Tollefsen Law, PLLC, Lynnwood, WA

Paralegal and Billing Manager

September 2008 – April 2011

October 1988 – September 1997

Provided paralegal support for small to medium-sized law firm with focus on complex civil litigation in state, federal, and appellate courts, including but not limited to legal research,

drafting of court documents, discovery, motion practice, and trial preparation; general business support in areas including but not limited to bankruptcy, contracts, corporate formation; estate planning, intellectual property, and securities; billing management.

Cameron & Frawley, Seattle, WA

Legal Assistant

October 1987 – September 1988

Legal assistant/receptionist for small law firms with focus on family law matters, personal injury, wrongful death, and estate planning.

VOLUNTEER WORK

Marysville Music Boosters, Marysville, WA

Auction Committee Procurement Coordinator and Secretary

2012 - 2015

Served on fundraiser auction committee for two years as procurement coordinator and one year as secretary.

Northwest Organization for Animal Help (NOAH), Stanwood, WA

Volunteer Matchmaker and Dog Walker

2011 - 2015

Assisted the public in selecting dogs and cats for adoption and processed adoptions; walked dogs; dog-to-dog introductions; assisted with socialization of dogs and cats.

EDUCATION

Edmonds Community College

Lynnwood, WA

Associates of Technical Arts (Paralegal Studies)

1987

Everett Community College

Everett, WA

Associates of Arts/Science (General Studies)

1986