

Dawn Murphy
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Objective:

To secure a position that allows me to utilize and expand my past legal experience.

Experience:

January 2005 to August 2007

Personal Legal Assistant, Dallas, Texas

South Resources Limited

Tazewell Speer, Attorney at Law

- Headed all office activities including preparing expense reports, files and document preparation for South Resources Limited and subsidiaries
- Assisted in preparing documents for making bids on oil and gas assets including Non-Disclosure Agreements, Private Placement Memorandums, Mandates for investment bankers, and correspondence with sellers, investors, and investment bankers subsequent to bids being made
- Proofed all legal documents prepared by outside law firms for the acquisition of oil and gas assets

May 1992 to January 2001

Personal Legal Assistant, London, England

Tazewell Speer, Attorney at Law

- Headed all office activities including preparing time sheets, billing statements, files, and all document preparation
- Assisted in trust administration, litigation and merger and acquisition activities in the United States, the United Kingdom, France, Switzerland and Liechtenstein
- Maintained litigation case files, trust files and legal documents related to mergers and acquisitions for use in various international jurisdictions
- Assisted in research, preparation and proofing of legal documents for use in trials in multiple foreign jurisdictions, including obtaining official translations
- Assisted in preparing code law submission briefs for Court cases in both Switzerland and Liechtenstein, including Supreme Court cases in both countries
- Assisted in gathering and organizing information and exhibits for legally required disclosure memorandums for submission to various legal and tax authorities in multiple international jurisdictions

April 1988 to April 1992

Legal Assistant

Pettit & Martin Law Firm, Dallas, Texas

- Assisted in gathering and organizing exhibits, documents, trial data, and other materials in response to discovery requests, interrogatories, motions for summary judgment, etc.
- Conducted legal research and case law
- Interviewed witnesses and summarized information for partners
- Acted as a liaison between firm and clients
- Coordinated and prepared seminars and monthly Rainmaking sessions

Certification Courses, Richland, College:

- Microsoft Word – Certification Received - 2009
- Computer Essentials – Certification Received - 2009
- Currently Pursuing: Microsoft Excel, Microsoft Access, Microsoft PowerPoint