



MFR LAW GROUP PLLC

**Anne M. Preston**

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## PROFESSIONAL EXPERIENCE

### **MFR Law Group 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 – Present*

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**

*Paralegal and Billing Manager*

*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  
Associates of Technical Arts (Paralegal Studies)

Lynnwood, WA  
1987

Everett Community College  
Associates of Arts/Science (General Studies)

Everett, WA  
1986