

Tisha A. Savannah
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EDUCATION

Master of Arts in Technical Communication
Sam Houston State University

Graduated: December 2022

Paralegal Certificate
Center for Advanced Legal Studies-Houston, TX

Graduated: June 2013

Bachelor of Science in Professional Writing
University of Houston-Downtown- Houston, Texas

Graduated: May 2006

PROFESSIONAL CERTIFICATION

NALA Certified Paralegal (CP)
Notary Public

November 2013 to present

EXPERIENCE

Bankruptcy Legal Assistant
Texas Attorney General

March 2021 to Present
Austin, Texas

- E-file pleadings in Texas, Delaware, New York, and Florida Bankruptcy courts in Pacer in addition to proofs of claims for multiple Texas state agencies.
- Draft, format, and proofread pleadings, create tables of contents and references.
- Arrange court reporters and service of notice for depositions.
- Provide notifications to state agencies of bankruptcy filings and correspond with them regarding representation by the Bankruptcy & Collections division of the Attorney General's Office.
- Provide input on project team implementing new file management system.

Intern (Remote, TCOM 5395 Internship/Practicum in TechComm) February 2022 to May 2022
Sam Houston State University Center for Innovation and Technology Huntsville, Texas

- Created and redesigned documents: digitized, modernized, and improved the appearance of the Center's intake forms used to intake and introduce visitors, interns, and various student workers, improving accessibility to the forms and gathered data.

Paralegal/Legal Assistant
Martin Disiere Jefferson & Wisdom

May 2020 to February 2021
Austin, Texas

- Drafted and proofread motions, proposed orders, discovery, correspondence, and preparation of various legal documents for actions regarding auto insurance defense.
- E-Filed legal documents with state and federal courts using Pacer and E-File Texas.
- Prepared for depositions, coordinated with various legal vendors (court reporters, etc.).
- Assisted with preparing responses to and requests for discovery.
- Assisted with the preparations of timelines and chronologies.
- Corresponded with clients regarding their legal matters.
- Profiled documents received in document management system.
- Tracked time for attorneys and myself.

Bankruptcy Legal Assistant

January 2019 to March 2020

Litigation Legal Assistant

April 2015 to April 2017

Nathan Sommers Jacobs, P.C.

Houston, Texas

- Drafted legal documents and correspondence including preparation of applications and motions for Trustee actions regarding bankruptcy estates. Drafted various corporate documents.
- E-Filed legal documents with state and federal courts. Filed real property records.
- Performed UCC searches and various other research.
- Prepared for depositions and trials in Litigation, prepared for meetings of creditors in bankruptcy, and coordinated with court reporting vendors.
- Prepared subpoenas for issue and service. Coordinated service with process servers.
- Corresponded with clients regarding their legal matters and payment invoices.

Paralegal

July 2017 to January 2019

City of Houston Legal Department, General Counsel Section

July 2013 to April 2015

- Handled Open Records requests, including assisted with drafting arguments to the Attorney General, gathered responsive information from various departments, composed responses to requestors for attorney review, communicated with and advised department Public Information Officers (PIOs) regarding open records requests received by their respective departments. Assisted in the drafting of ordinances to go before City Council.
- Trained department PIOs in processing open records requests in accordance with the Texas Public Information Act as well as the City's Administrative Policy.

Various Freelance Projects (Part time)

October 2011 to October 2013

Center for Recovery and Wellness Resources

Houston, Texas

Editor / Information Developer (Contract)

January 2008 to August 2011

Shell International Exploration and Production Inc. (Kelly Services)

Houston, Texas

- Edited Shell International Exploration and Production reports (with a focus on structure, grammar, and mechanics) to clearly convey authors' intended ideas.
- Formatted reports within a template to conform to Shell's report style while meeting authors' business needs. Prepared reports for print and eventual distribution by EP Library staff.
- Interacted with authors (face-to-face, by phone, or e-mail) to obtain direction, feedback on report content, as well as stakeholder engagement.
- Demonstrated business value of unit by generating presentations and workflows, writing articles and generating ad copy.

SKILLS

- Type 80 WPM, 10 key by touch
- Course: Technical Style and Editing
- Course: Editing, Rewriting, & Copyreading
- Course: Professional Proposal Writing
- Chicago Manual of Style, APA, MLA
- Adobe Acrobat, InDesign, Illustrator
- Project management processes (planning, implementation, and control of projects), Agile methodology
- Basic HTML, CSS, JS
- Microsoft Office, Google Workspace
- Windows OS, Mac OS, iOS, and Android platforms