

**Wendy Thulander** –Cell No.: (307) 388-2097 - e-mail: [littleredhead36@yahoo.com](mailto:littleredhead36@yahoo.com)

**Experience:**

**Abromats Law Office**

Sept 2022-Dec 2022

Greybull, WY

**Criminal/traffic law cases.** Contact with Courts/Outside Counsel, Agencies, case management/closing when matter resolved, following through that all deadlines were met. Communicate with diverse client/individuals of various cultures. **Confidentiality required.**

**Worland Aquatic Center**

January 2018- June thru COVID-19 Closure 2021 PT and PT Reopening of Facility

Worland, WY

Certified Lifeguard/CPR/FirstAid/AED: Lead Lifeguard Position. Responsible opening and closing of facility, for safety & welfare of all adults/children of all ages, enforcing required Facility Rules for Safety/Welfare/Protection of all Patrons. Required trainings and recertifications through American Red Cross Standards. **Confidentiality required**

**Law Offices of George L. Simonton (Simonton & Simonton)**

July 2013-June, 2014

Litigation Legal Assistant

Cody, WY

**Trial law practice.** Support for the **criminal and family law** trial attorney; worked on a daily basis with clients, Courts (State & Federal), Clerks, Judges, etc., prepared all paperwork and legal documentation for filing with Courts on all client matters/trial preparation. I handled all case management, opened new client files, including receipt of retainer fees. I prepared/submitted filings for Federal/State/County Courts, handled daily calendaring/scheduling of appointments/appearances, incoming/outgoing mail & phone calls. **Confidentiality required**

**Big Horn County-Courthouse**

October 2011-June 2013

Executive Assistant/Asst County Clerk

Basin, WY

**Executive Assistant to the Big Horn County Commissioners.** This was a dual full-time position with the County. I was the Executive Assistant to the County Commissioners and **prepared for & attended two monthly open Commissioner Meetings including all post-meeting follow-up work.** I worked closely with the County Clerk on issues concerning County Commissioner responsibilities/business, as well as held a pt position as Deputy Co. Clerk, recorded documents from public, recorded documents, used DocPro/WYCATS. I assisted County Clerk during her transition as County Clerk to Clerk of the District Court position with Court matters. I worked with public on the phone/counter transactions, receive/receipts money, balance cash drawer, post transactions. **Confidentiality required**

**Meeteetse Conservation District**

August, 2009 – Sept. 2011

District Clerk

Meeteetse, WY

**District Clerk/Resource Technician position with the Conservation District.** I worked on all District business, handling all calls/mail, finances, monthly billing & payroll (Quickbooks), prepared for & attended one open monthly Board Meeting, helped with the FY Budget, worked on the weekly **newsletter**, and also worked in the field on agriculture issues, water issues, conservation issues. Other agencies I worked with were Federal/State/County levels. I attended meetings and trainings outside of office. **Confidentiality required**

**Law Offices of Jordan R. Morganstern**

November, 2007-August, 2009

Litigation Legal Assistant

South Lake Tahoe, CA

**Criminal Defense/Trial Law practice.** I was the sole legal assistant support for the **Criminal and Family law** trial attorney and worked closely on a daily basis with all Clients, Courts (State & Federal), Clerks, Judges, D.A./Public Defender Offices, Probation, etc. I handled all paperwork and preparation of the legal documentation for filing with the Courts on all client matters and trial preparation. **I handled all case management**, met with clients & opened new client files, including receipt of retainer fees. I prepared and submitted filings for Federal/State/County Courts, handled organization of files, case management, updates of journals/daily calendaring/scheduling of appointments and appearances. I worked closely w clients advising them of their Court Orders/dates and program conditions/responsibilities, offender's progress and compliance status. **Confidentiality required**

**Wyoming Water Rights Consulting, Inc.**

August 2003-September 2007

Assistant/Office Manager

Worland, WY

**The Firm developed water rights for land-owners.** Prepared legal documentation filed with Wyoming State Engineer/Board of Control Offices, other government entities, **managed bookkeeping, banking, posting/paying bills, and daily contact with clients/business entities.** I was the sole legal/office assistant to the President/Owner of the company and worked under his direction. I was responsible for office administration, bookkeeping/Quickbooks of accounts, management of new client files and existing accounts, answering all calls, and communicated with professional engineers, land surveyors, consultants, and attorneys. I assisted with compiling water right searches/well inventories, researching/analyzing existing records, reports, making calculations to determine acreages, flow rates, capacities, etc., were accurately represented. I assisted with the preparation/reviews of ground water permit applications, and other associated modifications to permits, ground water wells and water delivery systems were conducted to verify compliance with State water law and State Engineer's Office Rules and Regulations. I assisted preparation of inspection reports, maps, associated materials for submission of documentation for filing water right permits to WY State Engineer's Office/State Board of Control, research at County Courthouse. **Confidentiality required**

**NowCap Even Start Family Literacy Program**

November 2001-August 2003

Assistant to Program Director

Worland, WY

**Program Assistant to Director of adult literacy program.** First point of contact w students and enrollment in Program. Kept daily calendar of appts, prepared monthly newsletter distributed throughout the United States, prepared weekly Program Schedule distributed to the local news station KWOR for announcement on the public radio station on a weekly basis, handled calls and inquiries from clients/other entities regarding the literacy program. Assisted Director with grant preparation and schedules. Managed calendars for events, GED requirements and graduations. **Confidentiality required**

**Downey, Brand, Seymour & Rohwer LLP**

May 1997-August 2001

Litigation Legal Assistant

Sacramento, CA

**Litigation legal assistant to one of the Partners of the Firm in Litigation, Water Law & Natural Resources Departments.** We also handled **complex litigation matters** including Super Fund Sites. As the litigation legal assistant, I was responsible to maintain our calendar/scheduling, generate/maintain all client case files assigned to us, draft/prepare all legal documentation, correspondence and other documentation, plus filing of pleadings/documents in either Federal/State Courts. I assisted with trial preparation, document/discovery management including scheduling/noticing depositions, setting up court reporters/video taping etc., production logs, privilege logs, exhibit lists, witness lists etc., client billing/time keeping, daily client contact, daily telephone contact with business entities, prep of business travel arrangements, in-house or outside-of-house meetings, any other tasks necessary to manage any case. **Confidentiality required**

**Connor, Culver, Blake & Griffin LLP**

September 1995-August 1997

Litigation Legal Assistant

Irvine, CA

**Support to two Partners of Firm re complex construction litigation.** I handled daily calendaring, drafting documents, filing documents in Courts.

**Ed/Training:**

Liberty University (online to complete Pre-Law Bachelor degree and Para Cert)

Lynchburg, VA

Washakie County Leadership Institute, grad/2002-2003.

Worland, WY

Northwest/U.W. University (Ext. Prog) – Criminal Justice.

Powell, WY

American River College/U.C. Davis (Ext. Prog) – Paralegal Prog.

Sacramento, CA

PC 832 Arrest and Firearms Course *training* standard for California Peace Officers

Lake County, CA 1984-1987

specified in POST Regulation 1005.

**Skills:** Type 85 wpm; Outlook; Word; Q-Books; Research; Notary Public, WY; Multi-task, Prof Team Player.

**Civic:** Meeteetse Visitor's Center/Brd Member, WY; Worland/Ten Sleep Visitor's Council/Brd Member, WY;

**Sacramento CASA Prog (Court Appointed) CA; Make-A-Wish Program/Loaves&Fishes, CA; SLSA Member, CA**

*References Submitted Upon Request*