Joe Mitchell
Data and Media Services
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Experience

Joe Mitchell Data and Media Services,
Austin, TX; Sole Proprietor; 4/2004 to Present

Freelance Writer,
Austin, TX/Sacramento, CA;
Various Publications; 10/1989 to Present

Law Office of Anatole Barnstone,
Austin, TX; Contract Paralegal; 7/2006 to Present

Law Office of Wes Dauphinot,
Arlington, TX; Paralegal; 9/2005 to 7/2006

McCarty, Winter & Associates;
Sacramento, CA;
Calendar Clerk/Paralegal; September 9/2003 to 4/2004

Law Office of Ronald Metzinger;
Sacramento, CA;
Calendar Clerk/Paralegal; September 12/2003 to 12/2003

Moster & Wynne, P.C.,
Austin, TX;
Paralegal/Litigation and Client Portfolio Manager; 11/1997 to 8/1999

Education

Bachelor of Science in Radio-Television-Film
University of Texas at Austin, received December 1987

Paralegal Certification
Southern Careers Institute; Austin, TX, received October 1997

SKILLS

News and Magazine Feature Writing, Research, and Editing
Digital Video Production
Photography
Digital Audio Production
Stream Broadcast Implementation
Ubuntu-Linux Shell Script
Ubuntu Server Admin
Linux Mint Server Admin
Ubuntu and Mint Desktop Admin
php/MySQL Database and Web Design
Web Site Design/Maintenance
html, css
WAMP Server Admin
LAMP Server Admin
MAMP Server
Filemaker Pro Database
Digital Document Management
Litigation Document Control db Design
MS Access Database Design
Legal Research
ORR
Legal Document Drafting
Discovery Propound and Response
Transactional Document Control

SOFTWARE PROFICIENCIES

MS Office Suite
Adobe Acrobat Professional
Filemaker Pro
GIMP Image
gedit
Libre Office

OS

Linux Ubuntu
Linux Mint
Mac
Windows 7 Pro

For Writing and Other Work Samples, see www.jpmitchell.net More Samples Available Upon Request