TADAS G ARLAUSKAS

CONTACT

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EDUCATION

JURIS DOCTOR • JUNE 2005

University of Nevada Las Vegas
Las Vegas, Nevada

MASTER OF BUSINESS ADMINISTRATION • JUNE 2002

University of Nevada Las Vegas
Las Vegas, Nevada

BS IN FERMENTATION SCIENCE • JUNE 1996

University of California Davis
Davis, California

KEY SKILLS

Word
Excel
Excellent communication
Organized

INTERESTS

Writing
Reading special interest books
Skiing
Travel

PROFILE

Hardworking and reliable staff member with excellent communication, time management, and computer skills. A driven and detail-oriented individual with a desire to use analytical and problem-solving skills to meet goals.

MEMBER

STATE BAR OF NEVADA

OREGON STATE BAR

EXPERIENCE

WINERY HARVEST WORKER • 2023 – 2023

Winery • Tualatin, Oregon

Involved in harvest related work. Tasks related to wine grape harvest under supervision of wine making staff. Handling equipment and setups of assigned projects in aspects of seasonal wine processing including processing of incoming grapes, wine additions, tank and lines setup, use, and maintenance.

LEGAL ASSISTANT • 2022 – 2023

Law Firm • Portland, Oregon

Legal Assistant. Performed legal research pertinent to tasks assigned by supervising attorneys. Drafted affidavits and complaints for supervising attorneys. Prepared legal pleadings for attorney's review and editing. Drafted demand letters to insurance companies in personal injury cases for the supervising attorney's review and editing. Mailed and documented correspondence between attorney staff and court in attorney's pending cases therein and certified the mailing of documents. Scheduled video depositions for attorneys, including time, location, and appointments with court reporters. Communicated with opposing parties' attorneys, their staff, and insurance adjusters to schedule phone conferences with our law firm's attorneys regarding ongoing cases. Contacted third parties at various government departments to obtain information from them for law firm attorneys. Prepared medical records requests to Medicare and Medicaid for supervising attorneys. Correspondence and phone calls following up with third parties to obtain medical records and materials pertinent to

pre-litigation and on-going litigation. Collaborated with attorneys about tasks involving their cases and assignments. Participated in team meetings involving group feedback and collaboration on cases handled by the law firm in general. Sent, followed up on, and maintained on-going communications with clients about tasks pertaining to their case, as directed by their attorney, including the signing of fee agreements and various authorizations, and obtaining documents from clients. Interacted with clients in providing them with their settlement checks from their attorneys at our law firm when their attorneys were not available at the time of client arrival at the office. Became a notary public in the State of Oregon and notarized documents for law firm clients and their attorneys, such as third-party releases following settlement and receipt of settlement checks.

WINERY HARVEST WORKER • 2021 — 2022

Winery • Sonoma, California

Involved in harvest related work. Tasks related to wine grape harvest under supervision of wine making staff. Handling equipment and setups of assigned projects in aspects of seasonal wine processing including processing of incoming grapes, wine additions, tank and lines setup, use, and maintenance. As of December, the main harvest season had slowed and most work involved projects with barrels and transferring of wine..

WINERY HARVEST WORKER • 2020 — 2020

Winery • St. Helena, California

Involved in equipment maintenance and harvest related work. Tasks related to wine grape harvest under supervision of wine making staff. Handling equipment and setups of assigned projects in aspects of seasonal wine processing including processing of incoming grapes, tank and lines setup, use, and maintenance.

OFFICE COORDINATOR • 2019 — 2020

Insulation Contracting Company • Santa Rosa, California

Managing paperwork involving completed subcontracting projects and inter-office communications in this regard. Sales and marketing activities. Designing marketing materials. Distributing marketing materials to construction companies involved in current construction projects to initiate the bidding process and to potentially gain subcontracting work in the future. Occasionally visiting project sites in order to gain a better understanding of the specific work taking place. Attending and participating in occasional company meetings in other offices to gain a better understanding of the overall company operations and to provide information related to my job.

WINERY HARVEST WORKER • 2018 — 2018

Winery • Sonoma, California

Harvest work related to wine grape harvest under supervision of wine making staff. Handling equipment and setups of assigned projects in aspects of seasonal wine processing including processing of incoming grapes, and tank and lines setup, use, and maintenance.

OFFICE STAFF • 2018 — 2018

Winery Equipment Distribution Company • Paso Robles, California

Office staff position involving order fulfillment and shipping of orders to clients in a warehouse type of environment. Products include specialized industrial machinery and other products related to the wine industry.

WINERY HARVEST WORKER • 2017 — 2018

Winery • Paso Robles, California

Harvest Cellar work under supervision of wine making staff. Handling equipment and setups of assigned projects in aspects of seasonal wine processing including processing of incoming grapes, and tank and lines setup, use, and maintenance.

CORPORATE COUNSEL • 2016 — 2016

Expo Services Provider Company • Las Vegas, Nevada

Corporate Counsel for an Exposition Services Provider Company. Worked on various legal subjects pertaining to a range of corporate legal matters.

IN HOUSE ATTORNEY • 2015 — 2016

Limousine Company • Las Vegas, Nevada

Worked on various legal work and some litigation.

CONTENT WRITER AND TECHNICAL WRITER • 2013 — 2015

Internet Service Provider Company • Las Vegas, Nevada

Position with internet services provider company. Projects involving writing material for company and third party web pages. Projects involving revising and redrafting written materials and updating information.

CONTRACT ADMINISTRATOR • 2012 — 2013

Internet Service Provider Company • Las Vegas, Nevada

Position with internet services provider company (same company as above). Collaborated with company staff and occasionally third parties to develop contracts with persons. Writing text about company services for posting on company web pages. Summarizing key points of contracts for staff meetings and discussions. Editing and working to improve service contract forms. Writing press releases on the subject of company operations.

MANAGER • 2012 — 2012

Locksmith Shop • Las Vegas, Nevada

Work with matters involving billings, estimates, invoices, supply chain issues, payroll, contracts, purchasing, and helping satisfy approved vendor requirements with potential future clients.

ATTORNEY (SOLE PRACTITIONER) • 2007 — 2011

Sole Practitioner • Portland, Oregon

General legal services and legal project work for individuals and businesses.

ASSOCIATE ATTORNEY • 2006 — 2007

Law Firm • Woodburn, Oregon

Practice of business law, real estate, and estate planning. Responsibilities included interviewing clients; determining legal issues; providing legal advice; and maintaining contact with clients. Drafted and filed pleadings. Managed legal correspondence. Participated in negotiations and gathering of information from clients and other parties to support negotiation positions.

LAW CLERK • 2004 — 2005

Law Firm • Las Vegas, Nevada

Responsibilities included legal research, determining and organizing potential legal issues, drafting pleadings, contacting clients and other persons to gather information, and drafting letters to parties in effort to resolve issues. Law firm practiced in areas including: Bankruptcy, Business Planning and Litigation, Trusts, Wills, Estate Planning, Probate, Guardianships, Family Law, Adoptions.

JUDICIAL EXTERNSHIP • FALL 2003

Nevada Eighth Judicial District Dept. 11 • Las Vegas, Nevada

Field-work in a program associated with Law School curriculum and Nevada State Court. Worked in Judge's office. Briefed a wide variety of motions in the areas of civil, criminal, business, probate, and appeals matters. Observed oral arguments on cases involving civil, criminal, and business matters. Observed trials and sentencing.

BARTENDER AND WAITER • 1999 — 2000

Bar and Restaurant • Portland, Oregon

Bartender and waiter.

CASINO DEALER AND CASINO GAMES SUPERVISOR • 1997 — 1998

Hotel & Casino • Reno, Nevada

Casino dealer and casino games supervisor.