

Houston Paralegal Association's Career & Technology Workshop

Space is Limited. Register Today!

Saturday, September 7, 2019



**Rice University – Susanne M.
Glasscock School of Continuing Studies
Anderson-Clarke Center, Houston, TX**

8:00 a.m. – 2:00 p.m.

Approved for 4.0 CLE hours

**[2.0 substantive, 1.0 Ethics, 1.0 non-
substantive/tech]**



WORKSHOP AGENDA

8:00 – 9:00 **Registration and Breakfast**

8:00 – 2:00 **Exhibitors Hall**

11:15 – 12:00 **Lunch**

TIME	Student Career Track	Career Track	Technology Track
9:00 am – 10:00 am	Beginning Your Job Search - Resume Writing and Portfolio Kenton Oates, <i>Gibson Arnold & Associates</i>	Houston Legal Market Overview Mary Claire Upton and Kay Egger, <i>Collier Legal Search</i>	Word Tips and Tricks Montye Holmes, ACP, TBLS-BCP, <i>Hirsch & Westheimer, PC</i>
10:00 am – 10:15 am	Break		
10:15 am - 11:00 am	Your Elevator Pitch - Interviewing Skills Iska Wire, Sr. Director, Talent Management & Organizational Development, <i>Rice University</i>		Best Practices in Computer Forensics & Digital Investigations Steven Page, <i>Pathway Forensics</i>
11:15 pm – 12:00 pm	Lunch Informal Optional Session: Thinking about Law School? , Ann-Margaret H. Dudley, J.D, Associate Director of Admissions, <i>University of Houston Law Center</i>		
12:00 pm – 1:00 pm	The Indispensable Paralegal Candess Zona-Mendola, <i>The Lange Law Firm LLP</i>	Create Better Billing Entries Linda Carrette, ACP, TBLS-BCP, <i>Copeland & Rice</i>	Relativity Skills Dawud Burke, Regional Project Manager, <i>Littler Mendelson</i>
1:00 pm - 2:00 pm	Job Expectations <i>Paralegal Panel:</i> Lakesha White-Walker, <i>ExxonMobil</i> Colleen Mosley-Hunt, <i>Rice University</i> Lakeisha Simmons, CP, <i>Harris County Family Courts</i> Mary Shiloh, TBLS-BCP, <i>Roberts Markel Weinberg Butler Hailey PC</i>	Paralegal Certification – Setting Career Goals to Enhance Your Career <i>Paralegal Panel:</i> Sandra-Lee Jordan, CP, <i>Core Laboratories</i> Montye Holmes, ACP, TBLS-BCP, <i>Hirsch & Westheimer, PC</i> Carla Dennis, Professional Development Committee, <i>NALA</i>	Trial Director Skills Steve Schuller, <i>Schuller Legal</i>

CAREER & TECHNOLOGY WORKSHOP REGISTRATION FORM

REGISTRATION DEADLINE Is Friday, August 30, 2019



REGISTRATION FEES:

\$35 for HPA members

\$50 for non-members

\$30 for students

Name _____

Employer _____

Address _____

City, State, Zip _____

Email _____ Phone _____

Job Title: _____

Student Registrations Complete the Below

Paralegal Program: _____

Graduation Date: _____

.TO REGISTER, make your check payable to: **Houston Paralegal Association** and mail a completed registration form and payment to: **Gina Holder, Treasurer, Houston Paralegal Association, P. O. Box 2466, Houston, TX 77252**. For questions, contact HPA at hgholderhpa@gmail.com. Or pay online via credit card, at www.hpa.wildapricot.org.

CANCELLATION AND REFUND POLICY: Registrants who find that they cannot attend and would like a refund must send their request in writing **before August 30, 2019**. Tuition fee refunds (less \$15 lunch/refreshment fee) are granted, if received in writing by August 30, 2019. Please email your requests to hgholderhpa@gmail.com.

Walk-ins on the morning of the Workshop will be accepted, providing space is available. Your registration fee includes course materials in electronic format, hand-outs, exhibit hall, light breakfast, and lunch.



WORKSHOP COMMITTEE:

Sharon Jones, ACP Ruth Conley, ACP Colleen Mosley-Hunt Gina Holder

Mary Shiloh, TBLS-BCP Sandra-Lee Jordan, CP Jonathan Chan, CP

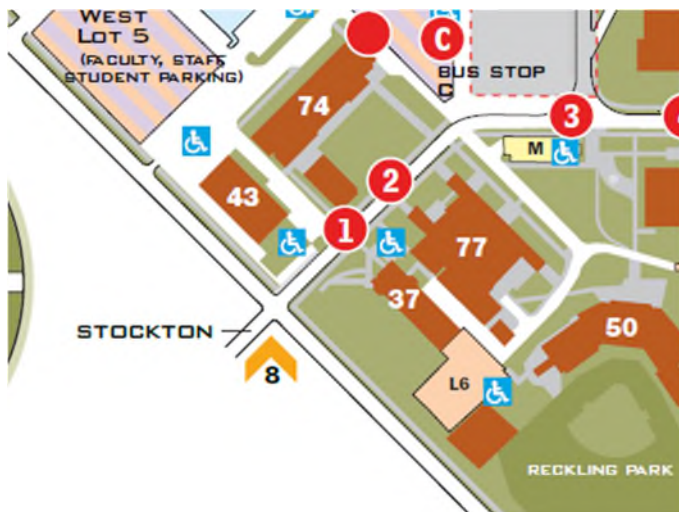
Montye Holmes, ACP, TBLS-BCP Linda Carrette, ACP, TBLS-BCP



WORKSHOP EXHIBITORS

Avansic
Collier Legal Search
Duces Tecum Inc.
Gibson Arnold & Associates
NALA, Inc.
Pye Legal Group
Robert Half
Pathway Forensics
University of Houston Law Center

PARKING AND DIRECTIONS



Credit Card Required: The Event parking fee is **\$5.00**. Cash is not accepted.

HPA's Career & Technology Workshop will be held in the **Anderson-Clarke Center**, building #74 on the Rice University Campus Map (at left). **Use Entrance #8 to enter the campus**, at the intersection of University Boulevard and Stockton Drive, and the Center is the second building on your left with the small green lawn and sphere figures in front. **Park in West Lot 5** located directly behind the Center/Entrance #8. **You must use a credit card to pay for parking.**