

JANICE POUNCY SLAUGHTER

5735 Hirondelet Street* Houston, Texas 77033* [REDACTED]

EDUCATION

TEXAS SOUTHERN UNIVERSITY, Houston, Texas

Bachelor of Arts in General Studies, May 2016

Class Rank: Top 5%; **Overall GPA:** 3.80

Activities: Pre-Law Society, *Member*

HOUSTON COMMUNITY COLLEGE, Houston, Texas

Associate in Arts, December 2014

SOUTHWESTERN PARALEGAL INSTITUTE, Houston, Texas

Certificate, July 1996

DISPUTE RESOLUTION CENTER OF HARRIS COUNTY

Certificate, 2002 - Completion for the basic 40-hour mediator training

EMPLOYMENT

Legal Experience

W. B. SLAUGHTER & ASSOCIATES, PLLC, Houston, Texas

Paralegal, 1995 - 2014

- Obtained, reviewed, organized, and analyzed preliminary documentation and information supporting client's claim.
- Drafted motions/pleadings, arranged service of process, responses to discovery requests, reviewed discovery material for relevance, and summarized witness testimony.
- Maintained litigation docket, calendar, noting deadline dates for responsive pleadings/motions, and court appearances. Communicate with court and opposing counsel regarding hearing dates, filings, etc., including arranging for extensions of time to respond.
- Managed accounts receivables and payables, and prepared settlement calculations.
- Supervised office support staff and summer interns.
- Attended trial, mediation, and settlement conferences with attorney and client.

Oil and Gas Experience

MOSBACHER ENERGY COMPANY, Houston, Texas

Gas Marketing Analyst, 1990 - 1995

- Performed Gas Purchase Contract administration.
- Monitored transportation imbalances and scheduling penalties on the Operational Balancing Agreements.