

FROM :

FAX NO. :

Jan. 09 2003 04:15PM P1

**noland law office**

noland law office

Phone: 359.2282

FAX:

email:

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# *Facsimile*

To: Alicia Davis  
@Fax: 578.3843  
From: Jeffrey Noland  
Date: Thursday, January 9, 2003 @ 3:06PM  
Re: Resume, Jeff Noland for Committee  
Pages: 2, including this

Alicia, attached is my resume. I will see you tomorrow at noon. J Noland

**Jeffrey J. Noland**

925 East 900 South, Suite 412  
Salt Lake City, UT 84105  
801.359.7792

**OBJECTIVE:** To represent clients in matters before the Juvenile Courts of the State of Utah.

**QUALIFICATIONS**

Proven team leader and player who interacts well and represents the interests of parties in court proceedings. Experienced trial attorney.

**EDUCATION**

1988 Juris Doctorate, University of Utah  
1985 Bachelor of Science, Weber State College

**EMPLOYMENT**

- 2001-present Solo Practitioner, Noland Law Office  
Represent parents in abuse, neglect and dependency proceedings in juvenile court.
- 2000-2001 Claims Department, Union Pacific Railroad  
Investigated, determined liability, and settled claims to protect and preserve company assets.
- 1998-2000 Associate Attorney, Laherty and Associates  
Represented indigent parents in juvenile court as to petitions alleging abuse, neglect or dependency. Also represented parents in parental termination actions.
- 1995-1996 Project Coordinator, Utah Administrative Office of the Courts  
Coordinated litigation proceedings between the Juvenile Courts, State agency, and Parent's attorneys in determining permanent placement for over nine hundred children in foster care.
- 1989-1994 Deputy Prosecuting Attorney, Ada County Prosecutor's Office  
Prosecuted felony, misdemeanor, and traffic violations. Also litigated juvenile court petitions for child abuse and neglect; parental rights termination; delinquency, and involuntary mental health commitments.

**Bar Memberships:**

Utah State Bar- Active Member  
Idaho State Bar- Inactive Member



UTAH OFFICE of the GUARDIAN AD LITEM & CASA  
Fourth District  
32 West Center Street, Suite 205

Provo, Utah 84601  
(801) 344-8516 Fax: (801) 344-8597

**Guardian ad Litem Attorneys**

Brent H. Bartholomew F. Richards "Rick" Smith III  
Kelly Frye Glasser Paul Waldron

**CASA Coordinator**

Sandra Wilkes

R. John Moody

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February 19, 2003

Alicia Davis  
Administrative Office of the Courts  
P. O. Box 140241  
Salt Lake City, Utah 84114-0241

*Re: Application for Rules of Juvenile Procedure Advisory Committee*

Dear Alicia:

This letter is in response to the notice published on page 40 of the most recent issue of the *Utah Bar Journal*, which I received yesterday. Accompanying this letter is my resume so I will be considered by the Utah Supreme Court to be on the Juvenile Procedure Advisory Committee.

I have worked for a little over 5 ½ years as an Attorney Guardian *ad Litem* representing the best interests of children in child welfare cases filed in the Fourth District Juvenile Court. I am interested in doing whatever I can to improve the effectiveness of the Juvenile Court and thought serving on the Juvenile Procedure Advisory Committee would be one way I could do that.

If you need any other information about me, please let me know. Also, if you need character references, please feel free to contact any of the current Juvenile Court Judges in the Fourth District: Hon. Jeril Wilson, Hon. Sterling Sainsbury, Hon. Kay Lindsay, and Hon. Leslie Brown.

Sincerely,  
Brent H. Bartholomew

**BRENT H. BARTHOLOMEW**  
**Office of the Guardian *ad Litem*, Fourth District**  
**Provo, Utah 84601**  
**Telephone: (801) 344-8516**  
**Fax: (801) 344-8597**  
**E-mail: [brenthb@email.utcourts.gov](mailto:brenthb@email.utcourts.gov)**

### **LEGAL EXPERIENCE**

**Attorney Guardian *ad Litem***–Office of the Guardian *ad Litem*, Fourth District; Provo, Utah; 1997-present. Represent the best interests of children in Juvenile and District Courts.

**Attorney at Law**–Utah Legal Services, Inc.; Provo, Utah: 1987-1997. Represented indigent adult clients for non-criminal cases in appellate, trial, and administrative courts.

**.Assistant Adjunct Professor**–J. Reuben Clark Law School, Brigham Young University; Provo, Utah: 1989-1997. Supervised the work of law students in a *pro bono* setting.

### **BAR ASSOCIATION MEMBERSHIP**

**Utah State Bar Association**–Admitted October 15, 1984 (Bar # 4269).

**Central Utah Bar Association**–Current member.

### **EDUCATIONAL DEGREES**

**Juris Doctor**–J. Reuben Clark Law School, Brigham Young University; Provo, Utah: 1984.

**Master of Business Administration.**–Graduate School of Management, BYU: 1986.

**Bachelor of Science, *summa cum laude*** in psychology–College of Social Sciences, BYU: 1978.

### **CIVIC, COMMUNITY & BAR ASSOCIATION INVOLVEMENT**

**Children's Justice Center Advisory Board** (Wasatch and Summit Counties): 1999?-present.

**Mock Trial Competition**, sponsored by the Utah State Bar Association–Attorney advisor to students at Lakeridge Junior High School; Orem, Utah: 2003.

**Dialogue on Freedom**–Co-facilitator for high school class discussions; sponsored by the Utah State Bar Association: 2002.

**Other: Utah County Child Abuse Council**, past member; **Needs of Children Committee** (Utah State Bar Association), past member; **Delivery of Legal Services Committee** (Utah State Bar Association), past member; **Tuesday Night Bar** (Central Utah Bar Association)–*pro bono* attorney who assisted those with legal problems; **Moot Court Judge**, also **Law Student Mentor** (J. Reuben Clark Law School, B. Y. U.).

*NARDA BEAS-NORDELL, Esq.*  
*4211 South Mars Way*  
*Salt Lake City, Utah 84124-3217*  
*(801) 278-4363 home*  
*(801) 366-7845 work*  
*(801) 523-2264 FAX*  
*Utah State Bar No. 6483*

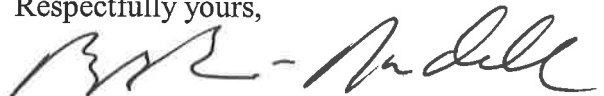
December 10, 2002

Alicia Davis  
Administrative Office of the Courts  
450 South State  
Salt Lake City, Utah 84114-0241

Dear Alicia:

I am submitting this letter of interest and a copy of my resume for the purpose of an appointment to the Juvenile Court Rules Committee. I have been working with the Salt Lake County District Attorney's Office, (Formerly the Salt Lake County Attorney's Office), Juvenile Unit, since 1994. I would like to put that experience to some good use in regards to your committee, in hopes of addressing the many issues that arise in the daily running of the juvenile courts.

Respectfully yours,



Narda Beas-Nordell

NARDA BEAS-NORDELL  
4211 So. Mars Way  
Salt Lake City, Utah 84124-3217  
(801) 278-4363

## EDUCATION

### **University of Utah College of Law, Salt Lake City, Utah**

Juris Doctor degree May 1992

- \* Minority Law Caucus, President 1992, Secretary 1990-1991, Correspondence Secretary, 1989-1990
- \* Women's Law Caucus
- \* Public Interest Law Organization

### **University of Utah, Salt Lake City, Utah**

Bachelor of Science degree, Physical Education/**Spanish** June 1985

- \* College of Health Compliance and Fair Practice Committee, member 1984-1985
- \* Student Representative, Southwest Regional Conference, AAHPERD 1984
- \* Chairperson-Student Advisory Committee, College of Health 1983-1985

## HONORS

Ned and Carol Spurgeon Public Interest Law Fellowship 1991

Olga V. Alexandria Trust Scholarship 1991-1992, 1990-1991

Who's Who of American Universities

Golden Key Honor Society

Phi Kappa Phi Honor Society

Continuing Student Departmental Scholarship 1984-1985

## EMPLOYMENT

### Deputy District Attorney, Salt Lake County District Attorney, Juvenile Division

Salt Lake City, Utah December 1994 - Present

- \* Represent Salt Lake County and the State of Utah in criminal proceedings involving juvenile delinquencies
- \* Prepare cases for trial, present cases in court and argue legal motions
- \* Prepare court documents in criminal proceedings and research legal issues
- \* Screen cases: review requests for criminal proceedings & enforcement

### Deputy County Attorney, Salt Lake County Attorney, Justice Division

Salt Lake City, Utah January 1994 - August 1994

- \* Represented Salt Lake County and the State of Utah in criminal proceedings
- \* Prepared cases for trial, presented cases in court and argued legal motions
- \* Prepared court documents in criminal proceedings and researched legal issues
- \* Screened cases: reviewed requests for criminal proceedings & enforcement
- \* Researched and prepared cases for appeal

### Law Clerk, Salt Lake County Attorney, Justice Division

Salt Lake City, Utah April 1992 - January 1994

- \* Researched and wrote legal memoranda and documents for Justice and Juvenile divisions

Homeless Project Coordinator - Legal Outreach Program

Utah Legal Services

Salt Lake City, Utah June 1991 - April 1992

- \* Supervised twelve legal interns, interviewed and counseled clients, negotiated, researched and wrote memoranda and court pleadings.

Summer Intern, Utah Attorney General's Office, Criminal Litigation Division

Salt Lake City, Utah Summer 1990

- \* Researched and wrote legal memoranda and briefs

Judicial Clerk, Utah Third District Court, Judge Kenneth Rigtrup

Salt Lake City, Utah Summer 1990

- \* Assisted Judge Rigtrup in reviewing cases for dismissals, order to show cause hearings, and further proceedings
- \* Researched and wrote legal memoranda

Teacher

Granite School District

Salt Lake City, Utah September 1985-June 1989

- \* Managed and taught classes of 40 to 60 students: Dance, Spanish, Fitness, Health
- \* Prepared lesson plans, designed tests, conducted student evaluations
- \* Choreographed and directed dance productions, coached and supervised gymnastics and girls track
- \* Participated in organizing and running student leadership workshops
- \* Coordinated and ran fund raising for dance, gymnastics and track

## PROFESSIONAL EXPERIENCE

### **Legal Affiliation**

Utah State Bar, No. 6483, Active Member

Utah Minority Bar Association (UMBA)

Salt Lake City, Utah – Present member

President 1997-98

President Elect 1994-95; 1996-97

Vice President 1993-94

Treasurer 1992-93

- \* Arranged, facilitated, and participated in all UMBA executive board meetings, general membership meetings and fund raisers
- \* Communicated UMBA's position and concerns with other organizations and the community
- \* Utah Legislative committee appearance on behalf of UMBA

- \* Represented UMBA at community functions
- \* Prepared the UMBA quarterly newsletter
- \* Assisted in membership recruitment
- \* Attended meetings with various governmental and legal entities regarding equal and fair employment of minority attorneys and law students
- \* Served on the UMBA Recognition & Scholarship Banquet Organizing Committee
- \* Served as UMBA Liaison to Utah Coalition of La Raza and Image de Utah
- \* Served as UMBA's Ex-officio member on Utah State Bar Commission

### **Union Representative**

Granite Federation of Teachers (GFT)

American Federation of Teachers Union (AFT)

Salt Lake City, Utah

Secretary 1987-1989

Vice President, Membership Activity 1986-1987

- \* Assisted in the organization and implementation of membership drives
- \* Chaired committee to develop and disseminate teacher surveys
- \* Coordinated membership activities: building representative meetings, workshops and member socials
- \* Participated in GFT Executive Board and AFT Council of Presidents meetings
- \* Assistant Editor - GFT Newsletter
- \* Delegate, 1988 AFT National Convention - California and New Mexico

### **Community Organizational Experience**

State Advisory Board on Children's Justice – Present member

Restorative Justice Committee, Third District Juvenile Court – Present member

Disproportionate Minority Confinement Committee (DMC) - Present member

Utah Coalition For Justice (UCJ) – 1999



Conference Planning Team Member:

Utah Coalition of LaRaza 1995 Hispanic Unity & Youth Leadership Conference

\* Coordinated the workshops for the Attorney Workshop Track

Utah Catholic Diocese of Salt Lake Youth Conference

1994 Snowbird Utah

1995 Park City Utah

1996 Logan Utah

December 11, 2002

Alicia Davis  
Administrative Office of the Courts  
P.O. Box 140241  
Salt Lake City, Utah 84114

Re: Rules of Juvenile Procedure Advisory Committee

Dear Ms. Davis:

I understand that you are seeking applicants to fill vacancies on the Rules of Juvenile Procedure Advisory Committee. Please accept this letter and resume as an application to serve on that committee.

In addition to the items listed on my resume, I should mention that I have been practicing law in the juvenile courts in Utah County for approximately two years. My practice in the juvenile courts came about when I agreed to accept a contract with the Utah County Public Defender's office to cover conflict cases in the juvenile court. The Utah County Public Defender has arranged a full time attorney to cover the cases in front of each of the four judges in Utah County. When those attorneys cannot cover a case, I then represent the party who has been appointed a public defender.

During the first six months of the contract, I represented dozens of clients in juvenile court. During the next year, my contract changed. I then began representing all of the persons appointed a public defender in Judge Lindsay's court. Because that was a full time contract and I practice law in other areas, I used an associate to cover many of those cases. Finally, during the last six months, my contract has returned to a conflict contract.

Due to these contracts I have had the opportunity to practice extensively in Juvenile Court in Utah County. Most of the cases I have handled involve DCFS and protective supervision of Children and removal of children from the home. I have also handled a smaller number of delinquency cases.

I would be willing to serve on the committee because I do not believe there are a great deal of attorneys that are qualified to serve on the committee. The Juvenile Courts remain a mystery to many attorneys. Further, I believe that all attorneys have a duty to assist in the

December 11, 2002  
Alicia Davis  
Page 2

efficient operation of the courts. Due to my experience, I could assist the committee in furthering the efficient operation of the Juvenile Courts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nelson Abbott', with a large, stylized circular flourish at the end.

Nelson Abbott  
nelson@utlawhelp.com

Enclosure

# NELSON T. ABBOTT

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43 West 300 North, Provo, Utah 84601 • 801-375-5554

## OBJECTIVE

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Volunteer to serve on the Rules of Juvenile Procedure Committee.

## EXPERIENCE

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ETHICS OPINION ADVISORY COMMITTEE, UTAH STATE BAR  
*Member October 2001 to present*

UNAUTHORIZED PRACTICE OF LAW COMMITTEE, UTAH STATE BAR  
*Member from approximately Fall 1999 to Fall 2001*

FEE ARBITRATION COMMITTEE, UTAH STATE BAR  
*Member from approximately Fall 1999 to Fall 2000*

ABBOTT & ASSOCIATES, P.C.  
*June 2002 to present*

ABBOTT, SPENCER & SMITH, LLC  
*Attorney from July 1999 to June 2002*

NELSON T. ABBOTT, LLC  
*Attorney from June 1998 to July 1999*

ABBOTT, ABBOTT & WALKER  
*June 1993 to June 1998*

## EDUCATION

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BRIGHAM YOUNG UNIVERSITY  
*J.D., 1993*

BRIGHAM YOUNG UNIVERSITY  
*M.B.A., 1993*

BRIGHAM YOUNG UNIVERSITY  
*B.A., Economics, 1989*

## SKILLS

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- **Areas of Practice Include:** business; contracts; criminal defense; estate planning; juvenile court; and personal injury.

## FAX COVER SHEET

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FAX NUMBER 18015783843

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FROM Kenneth Johnson

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DATE 2003-02-04 00:10:53 GMT

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RE Application for appointment to Rules of Juvenile

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### COVER MESSAGE

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Dear Ms. Davis:

I apologize for sending this to you so late. If it is too late, I will understand, but if not, I would appreciate it if you would accept this application.

Sincerely,

Ken Johnson

LAW OFFICE OF  
**KENNETH L. JOHNSON**  
A PROFESSIONAL LIMITED LIABILITY COMPANY  
4059 SOUTH 4000 WEST  
WEST VALLEY CITY, UTAH 84120  
TELEPHONE: (801) 967-5500  
FAX: (801) 912-4132

VIA FAX

February 3, 2003

Alicia Davis  
Administrative Office of the Courts  
P.O. Box 140241  
Salt Lake City, UT 84114-0241

To Whom it May Concern:

Please consider me for an appointment to the Rules of Juvenile Procedure Advisory Committee. I bring a unique perspective that would help to improve the Utah Rules of Juvenile Procedure and keep them up to date.

I have been a member of the Utah State Bar for over six years, and have handled many juvenile court matters, particularly adoptions and delinquency cases. I currently practice law only part time. I am employed full time as a technical writer for Novell, Inc., where I write highly technical procedures for developing software.

While my juvenile court experience is not extensive, and there are many other attorneys with many more years of experience in juvenile cases, it is my role as a parent that gives me a unique perspective that will be valuable to the committee. Nearly five years ago my wife and I adopted three children whose biological parents' parental rights had been terminated by the State of Utah. It has been a rewarding but challenging experience as the children have faced lingering emotional problems and gradually adjusted to a new family and lifestyle. During this time we have many dealings with the child welfare system, including the juvenile courts. When it comes to our juvenile courts, I have "been there" as a parent, and I would bring the perspective of a parent who, for example, is the parent of a child who is the subject of a petition or someone who is involved in an adoption.

I have opened the Utah Rules of Juvenile Procedure and often wondered whether I would understand the rules if I didn't have legal training and thought that many rules could be clarified or better organized. For example, many rules that are intended for a particular type of case, such as delinquency or abuse, are not identified or organized to make that clear.

I want to disclose that I occasionally lobby members of the Utah State Legislature in matters relating to child welfare, including the juvenile courts. However, I do this out of my personal

interest in improving the system. I have never represented any person or organization as a lobbyist and have never been paid to do so.

I appreciate your consideration and hope to serve on the Committee. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth L. Johnson". The signature is written in dark ink and has a fluid, connected style.

Kenneth L. Johnson

enclosures:

1. Resume of Kenneth L. Johnson

## Kenneth L. Johnson

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5613 W. Cape Vista Way, West Valley City, UT 84128

(801) 647-1645

### EDUCATION

**Juris Doctor**, *J. Reuben Clark Law School, Brigham Young University, 1996.*

**Bachelor of Arts**, *Brigham Young University, 1993 Major: Economics.*

### EXPERIENCE

**Attorney**, *Law Office of Kenneth L. Johnson, November 1996 to present.*

- ▶ Practice law in adoption, juvenile, criminal defense, collection, divorce, estate planning, business formation, contract, and discrimination matters.

**Technical Writer**, *Novell Inc., Provo, Utah, April 2000 to present*

- ▶ Create technical documentation for computer networking software developers.

**Developer of Expert Legal Systems**, *Capsoft Development Corporation, American Fork, Utah, July 1996 to March 1997.*

- ▶ Created intelligent computer systems that make decisions and assemble finished documents based on user input.
- ▶ Trained clients in the use of expert legal systems software.

**Teacher's Assistant**, *J. Reuben Clark Law School, Brigham Young University, January 1996 to May 1996.*

- ▶ Assisted law professor in conducting a course on computer-based legal practice systems.

**Law Clerk**, *Office of the Command Judge Advocate, U.S. Army Dugway Proving Ground, Dugway, Utah, July 1995 to August 1995.*

- ▶ Researched matters of labor law, administrative law, and bankruptcy, and wrote opinion memos for Dugway attorneys on matters researched.
- ▶ Assisted attorney in handling criminal prosecutions, including theft, domestic violence, traffic, and drug cases. Researched questions of law and organized evidence.

**Law Clerk**, *Salt Lake County Attorney's Office, Government Services Division, June 1995 to July 1995.*

- ▶ Researched defenses to tort claims against county and recommended courses of action.
- ▶ Drafted answers and motions to dismiss.

### ADDITIONAL

- ▶ Member of Utah State Bar, Bar #7560. Appointed to the Law & Technology Committee of the Utah State Bar for a three-year term in August 1997.
- ▶ Speak, read, and write conversational Spanish and rudimentary French.
- ▶ Proficient in the use of personal computer operating systems, hardware, and software, including WordPerfect, Word, spreadsheets, and computer graphics programs. General understanding of computer network operation and protocols.



# STATE OF UTAH

OFFICE OF THE ATTORNEY GENERAL



MARK L. SHURTLEFF  
ATTORNEY GENERAL

RAYMOND A. HINTZE  
Chief Deputy

KIRK TORGENSEN  
Chief Deputy

December 6, 2002

Chief Justice Durham  
Utah Supreme Court  
450 South State  
P.O. Box 140230  
Salt Lake City, UT 84114-0230

Re: Utah Supreme Court's Advisory Committee on the Rules of  
Juvenile Procedure

Dear Chief Justice Durham:

I have recently received a request that Alan Sevison be appointed as a member of the above committee. I am enclosing Mr. Sevison's resume for your review. As the Chair of the above committee, I support Mr. Sevison's appointment based on his current position as an Assistant Attorney General in the Child Protection Division of the Attorney General's Office. Mr. Sevison also previously served as a defense attorney in the juvenile court, giving him a broad base of experience for our committee. Additionally, he is practicing in the Provo area and we are in need of geographical diversity on our committee. Mr. Sevison's background and current position will provide additional expertise to our committee in the juvenile rules area.

If you have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in blue ink that reads "Carol L. C. Verdoia".

Carol L. C. Verdoia  
Assistant Attorney General  
Chair, Supreme Court's Advisory Committee,  
Rules of Juvenile Procedure

cc: Matty Branch

# ALAN B. SEVISON

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28 E. 145 N. Orem, UT 84057 • Daytime Phone 801.812.5206 • Cell Phone 801.372.5025

## EDUCATION

**Juris Doctor.** J. Reuben Clark Law School, Brigham Young University. April 1990. Merit scholar. Lead Articles Editor, BYU Journal of Public Law.

**Master of Arts, English.** Brigham Young University. April 1994.

**Bachelor of Arts, English.** Brigham Young University. April 1987. Four-year Trustee Scholar.

## LEGAL EXPERIENCE

**Assistant Attorney General, Child Protection Division.** Utah State Attorney General, Provo Office. April 20, 1998 to Present. Represent the State of Utah and the Division of Child and Family Services in litigation of child abuse, neglect, and dependency cases under the Utah Child Welfare Act in the Fourth District Juvenile Court. Civil Litigation, General Counsel, and Administrative Representation.

**Attorney at Law, Fourth District Juvenile Court.** February 1996 to April 1998. Court-appointed counsel, representing clients in Child Welfare cases and juveniles in delinquency cases. Thorough knowledge of Utah law, excellent and aggressive litigation skills, and well regarded by judges, other counsel, and clients.

**In-House Legal Counsel.** Capsoft Development Corporation. June 1991 to February 1995. Advisor on general corporate and intellectual property matters. Managed and coordinated law-related projects with outside legal counsel. Developed and reviewed intellectual property agreements, contracts, marketing materials, and other documents. Filed software copyright registrations and coordinated patent efforts.

**Legal Intern.** April 1988 to October 1990. Legal intern: Ada County Prosecutor, Boise, Idaho. Office of the General Counsel, Brigham Young University; Provo City Attorney; Utah Legal Services, Provo, Utah.

## MANAGEMENT EXPERIENCE

**Owner and President.** CAPS Training and Consulting Group. February 1995 to February 1996. Design, Development, Training, and Implementation of Computer Assisted Practice Systems for law firms, corporate legal departments, banks, corporations, and other entities. Clients: Top-100 law firms, Fortune-500 companies, and other professional organizations.

**Senior Manager.** Capsoft Development Corporation. June 1991 to February 1995. Held variety of positions during four-year tenure with the company, including Corporate Legal Counsel, as described above, Director of Consulting and Training Services, Product Manager, Legal Market Manager. Capsoft produced software for the development of document-intensive computer practice systems for law-related industries.

**Documentation Manager, Technical Writer, and Editor.** Capsoft Development Corporation. December 1990 to April 1992. Developed and managed software documentation set, training curricula, marketing materials, and public relations materials. Duties included managing additional employees, writing, editing, and desktop design, layout, and production.

**Editor, Production Manager.** Brigham Young University. December 1990 to June 1993. Covenant Communications, Inc. October 1990 to May 1991. Editor and

# ALAN B. SEVISON

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## Résumé Page Two

production manager of academic writing, short fiction, novels, and nonfiction.

### OTHER EXPERIENCE

**English Instructor.** Brigham Young University. Various dates from June 1986 to Present. Utah Valley State College. August 1997 to Present. Advanced Writing, Intermediate Composition, Freshman Composition, and Literature. Tutor, BYU Reading/Writing Center.

**Technical Writer/Editor.** NetLine, Inc. May 1987 to June 1988. Wrote and edited computer software documentation. Edited legal documents, researched technical issues and data, and consulted in the development of documentation and training materials.

**Editorial Assistant, Desktop Design and Layout Specialist.** Brigham Young University. June 1986 to December 1988. *BYU Kennedy Center Journal of International Studies*, *Saul Bellow Journal*, *BYU Studies*, and *Inscape*. Assistant to Director and editorial assistant, Center for the Study of Christian Values in Literature.

**Freelance Writing Consultant.** January 1987 to April 1998. Editing for publication, computer documentation, proposal development..

### SPECIAL SKILLS

**Windows- and DOS-Based Computer Skills.** Proficiency and experience with Windows and DOS operating systems; WordPerfect, Microsoft Word, and other word processors; Internet Explorer, Netscape Navigator, and other browsers; GroupWise, Outlook Express, Presentations, and other office productivity software; Quattro-Pro and other spreadsheets; Novell Networks; and other miscellaneous software products.

**Macintosh-Based Computer Skills.** Proficiency and experience with Macintosh Operating System; QuarkXpress, PageMaker, and other desktop layout products; Adobe Illustrator and other design packages; WordPerfect, Microsoft Word, and other Macintosh word processors; and other miscellaneous Macintosh software.

**Desktop Layout, Design, and Prepress Production.** Experience designing and laying out computer documentation, novels, collections, nonfiction, academic catalogs, poetry, and other printed materials. Experience preparing materials for publication, working with production facilities, including developing specifications, soliciting bids, creating artwork, press-checking, editing blue lines, providing final approval, and all other aspects of desktop print production.

### REFERENCES

**The Honorable Sterling Sainsbury**  
District Court Judge  
Fourth District Juvenile Court  
99 East Center Street  
Orem, UT 84057  
801.764.5820

**The Honorable Leslie Brown**  
Juvenile Court Judge  
Fourth District Juvenile Court  
99 East Center Street  
Orem, UT 84057  
801.764.5820

**Mary T. Noonan, Esq.**  
Division Chief, Child Protection Division  
Utah Attorney General's Office  
55 N. University Avenue, Suite 219  
Provo, UT 84601  
801.812.5200

**Marshall Morrisse**  
Director of Software Development  
Capsoft Development Corporation  
2222 South 950 East  
Provo, UT 84606  
801.354.8008