

BACKGROUND

Kimberly Hubbard is the firm's paralegal and has over ten years of diversified legal experience. Since 1992, Ms. Hubbard has worked with some of the country's premier law firms where she gained extensive litigation and trial experience. She has specialized in litigation including securities law, public finance, intellectual property and admiralty law.

Ms. Hubbard is skilled in every aspect of case management including legal research, conducting discovery, document review, and trial preparation. She is knowledgeable regarding arbitration and litigation procedures and State and Federal court rules.

Ms. Hubbard graduated from the University of Texas with a Bachelor of Science in Biology where she received awards such as an Undergraduate Research Fellowship for independent study and University Honors. Ms. Hubbard is also an active volunteer and has worked as a docent for Woodland Park Zoo and as a volunteer for the Lance Armstrong Foundation.

Ms. Hubbard previously worked with Mr. McDougald at his former law firm of Keesal, Young and Logan where she assisted him in securities litigation matters. She is pleased to rejoin Mr. McDougald in his practice where her experience and skills come together to provide excellent and efficient support to the firm's attorneys and clients.

Kimberly Hubbard
McDougald & Cohen, P.S.
1411 Fourth Avenue, Suite 200
Seattle, WA 98101

**Professional
Experience**

McDougald & Cohen, P.S.

Seattle, WA

Paralegal

07/2005 - Present

- Specialize in securities litigation.
- Conduct all aspects of case management including discovery, document review and management, and pre-trial preparation.
- Assist at trials and arbitrations including coordinating logistics, managing exhibits and evidence and outlining testimony.
- Conduct legal research.

Winstead Sechrest and Minick

Austin, TX

Contract Paralegal

1/2003 - 12/2004

- Independent contractor for public finance transaction closings.
- Reviewed transaction term sheets, drafted transaction documents and contracts.
- Assisted at closings, which included organizing and maintaining hundreds of transaction documents.
- Prepared final Transcript of Proceedings for distribution to all parties.

Akin, Gump, Strauss, Hauer & Feld

Austin, TX

Paralegal

07/2000 – 12/2002

- Specialized in public finance, which included representation of governmental entities, underwriters, and placement agents.
- Drafted and revised transaction documents including limited offering memorandums, disclosure documents, resolutions, certificates and opinions.
- Worked closely with government agencies including the Attorney General, Comptroller of Public Accounts, Texas Bond Review Board and various municipalities and counties.
- Major transactions included \$235 million Austin Convention Center Hotel project and the Bexar Medina Atascosa Water Control and Improvement District contract revenue note financing.

Pillsbury, Madison & Sutro

Palo Alto, CA

Paralegal

02/2000 – 05/2000

- Specialized in intellectual property litigation and corporate law.
- Assisted litigation partner with the creation of teaching materials for international arbitration and alternative dispute resolution conferences and seminars.
- Prepared discovery, trial, and arbitration materials including exhibits, witness lists and trial binders.
- Edited, and proofread correspondence, corporate documents, and pleadings.

Keesal, Young & Logan

Seattle, WA

Paralegal

04/1994 – 10/1998

- Specialized in securities and maritime litigation.
- Drafted correspondence, pleadings, and other documents including subpoenas, stipulations, requests for medical records, interrogatories, and requests for production.
- Conducted legal research projects including Westlaw and Internet searches, shepardizing and cite checking.
- Created the firm's oil spill response manual for emergencies and assisted clients with development of oil spill response plans.

Bradbury, Bliss & Riordan

Seattle, WA

Paralegal

03/1993 – 04/1994

- Specialized in maritime litigation.
- Investigated longshoreman personal injury cases including conducting witness interviews, drafting interview memorandum and summarizing medical records.
- Assisted with court filings including drafting proof of service and arranging for service of process.
- Created and implemented a system to manage the large volume of documents and pleadings involved in complex environmental insurance coverage litigation.

Education

University of Texas, School of Natural Sciences, Austin, Texas

Bachelor of Science Biology, 2004

Major: Ecology Evolution and Behavior

Language

Conversational Spanish, Studied in Buenos Aires, Argentina 8/99 – 11/99

**Interests and
Activities**

Volunteer for Lance Armstrong Foundation, Austin, TX

Docent for Woodland Park Zoo, Seattle, WA