

Joni M. Mueller, PLS
Houston, Texas

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(713) 921.1694

Education:

High School Diploma, May 1976, South San Antonio High School,
San Antonio, Texas
Major: Business education

Work Experience:

09/91 to

Present:

Fulbright & Jaworski L.L.P., Houston, Texas. Since coming to the firm from San Antonio in 1991, I have worked for several partners in the litigation department, in all facets of the law, including FELA, breast implant/MDL, admiralty, and most recently, appellate. Since October 1997, I have worked for a partner in the appellate section. My duties include drafting routine correspondence and pleadings, proofreading appellate briefs, cite-checking, preparing tables of authority and tables of content, maintaining and distributing section appellate docket, billing, personal correspondence, and other routine secretarial and administrative duties. Light machine and shorthand dictation.

01/90 to

09/91

Foster, Lewis, Langley, Gardner & Banack, P.C., San Antonio, Texas. Legal secretary to partner specializing in medical malpractice insurance defense. Duties included drafting routine correspondence and pleadings, maintaining trial docket, assisting attorney in pre-trial and trial preparation, billing, personal correspondence, and other routine secretarial and administrative duties. Light machine and shorthand dictation.

02/88 to

01/90

Plunkett, Gibson & Allen, Inc., San Antonio, Texas. Legal secretary to partner specializing in medical malpractice insurance defense. Duties included drafting routine correspondence and pleadings, maintaining trial docket, assisting attorney in pre-trial and trial preparation, billing, personal correspondence, and other routine secretarial and administrative duties. Heavy machine and shorthand dictation.

05/84 to

03/88

Cox & Smith Incorporated, San Antonio, Texas. Legal secretary to senior associate specializing in banking and securities law. Duties included drafting routine correspondence and banking and securities forms, proofreading SEC and OCC filings, some legal research, billing, personal correspondence and other routine secretarial and administrative duties. Light machine and shorthand dictation.

03/79 to
05/84

Law Offices of C. David Evans, P.C., San Antonio, Texas. Legal secretary to partner specializing in criminal defense law. Duties included drafting routine correspondence and pleadings, some legal research, client interviews for initial fact-gathering, file maintenance and review, maintaining trial docket, billing, personal correspondence and other routine secretarial duties. Heavy shorthand dictation.

07/76 to
03/79

Dobbins, Harris & Gonzalez, San Antonio, Texas. Legal secretary to partner specializing in municipal and municipal bond law. Duties included drafting routine correspondence and documents (*e.g.*, bond election documents, ordinances, minutes of meetings); file maintenance and review, billing, personal correspondence and other routine secretarial duties. Moderate shorthand and machine dictation.

Professional Achievements:

Member in good standing, National Association of Legal Secretaries (NALA).

Member in good standing, Texas Association of Legal Secretaries (TALS).

Member in good standing, Houston Association of Legal Secretaries (HALS).

Keynote Speaker, **Texas Association of Legal Secretaries Fall Meeting**, September 1991.

Presented four-hour seminar on trial preparation from a legal secretary's standpoint. Included visual aids and written materials.

Volunteer, **Bexar County Pro-Bono Law Project**, October 1985.

Duties included interviewing prospective candidates for amnesty program sponsored by Immigration & Naturalization Service, completing forms based on information collected from candidates, other miscellaneous clerical duties.

Hobbies and Other Interests:

Member in good standing, HTML Writers= Guild.

Enjoy web design, graphic art, Flash, HTML.

Calligraphy

Personal Information and References:

Will be furnished upon request.