

JANIE OTTWELL

Dallas, Texas | 214-702-1977 | legal@jkottwell.com

EDUCATION

Paralegal Certificate

TCU

Fort Worth, TX

Associate of Arts and Sciences

Paralegal

currently enrolled

Dallas College

Dallas, TX

User Experience/User Interface

(UX/UI) Certificate

SMU Continuing & Professional Education

Dallas, TX

Becoming A Proofreader Certificate

Knowadays

TECHNICAL SKILLS

- Adobe Creative Suite
- Microsoft Office Suite

MEMBER OF

- Editorial Freelancers Association
- Dallas Area Paralegal Association

REFERENCES

Available Upon Request

UX/Graphic Designer Transitioning to Paralegal

Detail-oriented, creative professional with a background in graphic design currently pursuing a career in the legal field. Adept at research, document preparation, and analytical problem-solving, with a strong eye for detail and organization. Proven ability to manage multiple projects, meet tight deadlines, and communicate effectively—skills that translate seamlessly into legal support roles. Eager to apply design thinking, precision, and critical reasoning to support legal teams in delivering exceptional client service.

- Legal Research
- Copywriting, Editing, Proofreading
- Document Preparation
- Detail-Oriented/Organized
- Project Management
- Customer Service/Management Experience
- Texas Notary Public

CAREER

July 2023- Current

Graphic Designer, Silver Owl Creative, Dallas, TX

- Manages multiple design and proofreading projects, prioritizing tasks effectively to meet deadlines.
- Improves document accuracy by meticulously reviewing and correcting grammatical, punctuation, and formatting errors.
- Collaborates with stakeholders to ensure smooth workflow from concept through final publication.

September 2014- Current

Licensed Massage Therapist, Balanced Oak Therapeutic Massage & Reiki, Dallas, TX

- Effectively manages time to ensure all appointments run smoothly without compromising the quality of service provided to clients.
- Demonstrates a strong sense of empathy towards clients' needs and concerns.
- Cultivates a calm atmosphere to enhance the therapeutic experience for clients.
- Delivers exceptional customer service experiences, resulting in positive reviews and increased word-of-mouth referrals.

February 2006- July 2008

Graphic Designer, MDVC Creative, Inc., Dallas, TX

- Designed and produced print and web projects for clients within time-sensitive deadlines.
- Worked with clients to define requirements, establish scopes, and manage project milestones.
- Contributed innovative ideas during brainstorming sessions with colleagues, which fostered a collaborative environment and generated fresh perspectives on design projects.
- Performed various tasks, including copywriting, editing, proofreading, designing, and producing prepress files.

July 2004- December 2005

Graphic Designer, RCL Enterprises, Allen, TX

- Developed creative designs and layouts of school books for children that influenced user engagement and increased visibility.
- Formatted books according to the company style guide.
- Contributed to successful marketing campaigns through cover designs and promotional materials.
- Designed eye-catching covers that effectively represented each unique theme.