

Catherine Grace Doran

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<http://www.graciedoran.com/home.html>

EDUCATION

Saint Mary's College of California - Moraga, California

Master of Arts, Leadership for Organizational Development

February 2021 - **Estimated Graduation May 2022**

University of California, Irvine

Paralegal Certification

ABA approved program

January 2021 – May 2021

Relevant Coursework: *Fundamentals, Ethics, Legal Writing, Tech Practicum, Legal Career Skills, Contracts, Civil Litigation 1 & 2, Legal Research, Criminal Law, and Torts.*

Bachelor of Arts, Justice Community, and Leadership

Double Minor in Communication and Law and Society

August 2017 - December 2020

PROFESSIONAL EXPERIENCE

Legal Assistant | Robert Half Legal

July 2021 – Present

- Temporary legal department at Pacific Dental Services where I worked directly with Microsoft Office programs (Adobe Acrobat Pro, Excel, etc.)
- I assisted in sending out DocuSign's and signed contracts with banks working towards forgiveness for the Paycheck Protection Program (PPP) under the CARES Act.
- Temporary Paralegal at Loveless Law Firm. I worked directly on objecting to discovery that was submitted for a Request to Produce Documents.
- Temporary Legal Secretary at Glaser Weil. Directly worked with an attorney putting in their billable hours into an electronic system and transcribed other legal documents. Worked with filing and scanning confidential documents to send directly to clients or other attorneys in the office.

Lobbyist, Spokesperson, Volunteer | American Heart and Stroke Association | Western States Affiliate |

January 2009 - Present

- Temporary position in the legal department Healthcare Symposium in 2016 to advocate for more NIH funding for stroke research. Discussed healthcare policy such as the ACA and the benefits it had during the Obama Administration.
- Featured in a national advertisement for the American Heart and Stroke Magazine Politico Newspaper advocating for an increase in NIH funding by using my survivor story.
- Selected to serve as a passion speaker for seven black-tie Heart Balls throughout the Western United States and played a key role in raising over one million dollars.
- Invited to be a key speaker for the Women's Health Tech (STEAM) Event to inspire young high school girls to pursue careers in STEAM. I discussed from a survivor standpoint the importance of researchers.
- Served as an AHA Go Red for Women Luncheon keynote speaker in multiple locations around California.
- Selected as a representative and speaker to share my story with executives and participate in promotional videos for the heart month campaigns at Ross Dress for Less, Knott's Berry Farm, and Stater Brothers raising over \$3 million.

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Continued:

Board Member, Co-founder, Dance Teacher | Dance Discovery Foundation | Mission Viejo, California |

September 2016 - Present

- Dance Discovery Foundation board member and co-founder of the Rising Stars program which helps rehabilitate kids with disabilities through dance.

Legal Administrator 1 | Pacific Dental Services

July 2021 – August 2021

- Temporary legal department at Pacific Dental Services where I worked directly with Microsoft Office programs (Adobe Acrobat Pro, Excel, etc.)
- I assisted in sending out DocuSign's and signed contracts with banks working towards forgiveness for the Paycheck Protection Program (PPP) under the CARES Act.

Research Intern | Until There's a Cure | Redlands, California |

August 2020 - January 2021

- Research intern focusing on healthcare and the effects for people living with HIV.
- Pulled together detailed statistics and infographics outlining healthcare issues for communities living with HIV.

Fellow | Progressive Turnout Project (Paid) | Chicago, Illinois |

September 2020 - November 2020

- Fellowship program through work with Margaret Good's congressional campaign. The responsibilities drafted bi-weekly reports up until the election mainly focusing on voter turnout and response by the field division in Sarasota County.

Field Intern | Margaret Good for Congress | Sarasota, Florida |

August 2020 – November 2020

- Conducted over 120 phone calls and text messages per day to voters. I discussed different laws with voters and asked them for their support.
- Writer and editor for the weekly newsletter for Sarasota County.

Administrative Assistant | Saint Mary's College of California | Moraga, California |

August 2018 - August 2020

- Served as a receptionist and personal assistant to the department of Education at Kalmanovitz School of Education, the graduate school at Saint Mary's. Worked with the Multiple Subject and Special Education teaching program, answered phones and oversaw creating and managing new student file.
- Student worker and Marketing Assistant for the Museum of Art. Worked directly on handling the update locations of our permanent collection of 1,400+ pieces and worked on transcribing them into excel. Also conducted tours and managed all aspects of the front desk.
- Student Writer for the College of Communications. Participated in key events on campus and wrote pieces about them to be published on the school website.

Assistant Teacher | Arise High School | Fruitvale, California |

Fall 2017

- Teaching assistant in a Government and History class for seniors at an inner-city, underserved school through my major at St. Mary's College.

PUBLIC SPEAKING EXPERIENCE

Guest Speaker and Dancer | 19th Vision Series Dance Festival | San Francisco, California |

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Continued:

March 2020

- Invited as a guest dancer and speaker to share my experience of stroke recovery through dance.

Microvention (Paid) | Orange County, California |

May 2018

- Invited speaker for a medical device company for stroke patients to share my story of survival and how many lives they improve by doing the work they do.

Capistrano Unified School District | Orange County, California |

Annually 2012 - 2018

- Invited speaker at Ability Awareness days and Anti-bullying events throughout the year.

Wish Ambassador | Make A Wish Foundation | Irvine, California |

April 2012 - August 2017

- Interacted with youth by sharing personal experience after wish was granted.
- Speaker at Chapman University and Rotary Clubs in Orange County for fundraising events.
- Participant and spokesperson at Walk for Wishes charity event.

Invited Lecturer | California State University, Fullerton |

February 2017

- Guest lecturer to educate physical, occupational, and speech therapists about adaptive technology.

We Day, Anti-Bullying Inclusion Activist | Ontario, Canada |

April 2016

- Chosen as one of seven youth activist all around the country to share my story as a disabled dancer and co-founder of the Rising Stars Program.

Girls Support Network | Orange County, California |

September 2013 – December 2016

- Volunteer mentor and speaker at events for middle school girls, empowering them at a critical age in their lives.

Invited Lecturer | University of California, Irvine |

Annually 2014 and 2015

- Spoke to first year medical students at UCI about the will of a patient.

Children's Hospital of Orange County | Orange County, California |

2011

- Invited by Dr. Michael Muhonen to The Glass Slipper Ball to speak to guests and answer questions about my experience and extraordinary recovery after surviving a stroke and emergency brain surgery at age 10.

HONORS AND AWARDS

Stroke Hero Outstanding Survivor | American Stroke Association |

2020

- Awarded as an outstanding survivor for my work in creating awareness around stroke.

Gracie Doran Award, Dance Discovery Foundation | Mission Viejo, California |

2017

- Selected to receive this inaugural award because of my efforts in dance and spreading awareness.

100 Most Influential, Orange County Register | Orange County, California |

2017

- Selected as one of the most influential people in Orange County California.