

HEATHER W. DECKER, J.D.

PROFESSIONAL DEVELOPMENT EXPERIENCE

Business Management Coach and Consultant

tcb coaching + consulting (owner), Portland, OR, 2016-present

Coaching for Individuals

- Billing and Collections Practices
- Time Management and Productivity
- Delegation and Managing Others
- Professional Development Planning
- Business Development

Consulting for Employers and Organizations

- Communication and Conflict Resolution
- Managing Employee Development and Transitions
- Employee Satisfaction and Retention
- Lateral Integration and Succession Planning
- Multi-generational Workforce Management and Integration

Sample Projects & Clients

- Law Firm Retreat July-December 2018
 - Retreat Planning Committee meetings
 - Interviewed 10 lawyers and drafted report identifying issues
 - Designed and facilitated 3 hour retreat work session for 18 lawyers
 - Designed and facilitated three 1 hour implementation meetings for 18 lawyers
- Law Partner Coaching August-October 2018
 - Coached senior bankruptcy law partner to reduce billing backlog by 80%, and adopt strong billing and time entry habits going forward

Director of Attorney Professional Development and Recruiting

Tonkon Torp LLP, Portland, OR, 2015-2016

- Coached lawyers, leaders and managers on communication, conflict resolution, time management, networking, leadership, transitions and productivity
- Conducted twice yearly Professional Development Meetings for 20 associates
- Assessed associate morale and retention efforts; coordinated Associate Reviews

- Responsible for recruiting, orientation and integration of law clerks and attorneys
- Responsible for in house law clerk and attorney training programs
- Assessed and re-designed firm mentoring programs
- Designed and implemented exit interviews of departing associates
- Designed and drafted department and job descriptions for myself and a Recruiting & Professional Development Coordinator
- Attended the April 2016 National Association for Law Placement Education Conference in Boston, MA, including 14 hours of Coach training

LAW PRACTICE EXPERIENCE

*Of Counsel, **Ghandour Law LLC**, Portland, OR 2013-2015*

*Contract Attorney, **Attorney at Law**, Portland, OR 2001-2012*

*Associate Attorney, **Cosgrave Vergeer Kester LLP**, Portland, OR 1998-2000*

*Associate Attorney, **Seidl & Rizzo PC**, Portland, OR 1996-1998*

EDUCATION

University of Oregon School of Law, J.D., 1996

University of Oregon, B.S. (Political Science/Business Administration), 1993

PROFESSIONAL AFFILIATIONS AND LEADERSHIP

Oregon State Bar, Admitted and active member since 1996

- House of Delegates, Region 7 Delegate, 2017-2019
- 2019 Wellness Summit Planning Committee, present-January 2019
- Solo & Small Firm Section, Executive Committee, Secretary-elect, 2017-2019
- Supervising Attorney of attorney on disciplinary probation, 2016-2018
- Quality of Life Committee, Chair/Secretary/Member, 2011-2014
- Diversity Champion, 2011 Convocation on Equality
- Fellow, 2009 Leadership College

Multnomah Bar Association, Member since 1996

- Solo & Small Firm Committee, Member, 2018-2021
- Membership Committee (& Task Force), Chair/Member, 2014-2018
- Equality & Diversity Committee, Chair/Member, 2011-2014
- YLS Service to the Public Committee, Chair/Member, 2001-2004
- Award of Merit, Multnomah Bar Association Young Lawyers Section, 2003

Oregon Women Lawyers, member since 1996

Oregon Minority Lawyers Association, member since 2016

University of Oregon School of Law

- Portland Graduate Advisor, Career Services Office, 2003-2004
- Alumni Association Board of Directors, President/VP/Sec/Member, 1997-2007

- Portland Mentoring Program, Co-Founder/Mentor, 1997-2000

Portland State University

- *Explore the Law* Program, Steering Committee Member/Mentor, 2012-2013
Provided opportunities and support for diverse pre-law undergraduate students

Oregon Attorney Assistance Program

- *Peace and Productivity for Lawyers Workshop*, Co-Creator & Facilitator, 2006-2007 & 2011-2012; Developed and facilitated 8-week wellness and stress management workshop for lawyers

Yogafit Certified Yoga Teacher, 2010-2016

PRESENTATIONS & ARTICLES

It's About Time: Time Management for Work and Life - Presenter

- 1 Hour CLE presentation for 5 bar organizations and 2 law firms in 2018
- 3 hour program for the Portland Underground Grad School, June 13, 2018

Committee Chairs Training: Running Effective Meetings - Presenter

Multnomah Bar Association, Committee Chairs Training, September 10, 2018

Warrior Moms: Fighting for Children with Disabilities - Panelist

Oregon Women Lawyers, Queen's Bench Chapter CLE, July 10, 2018

The Coaching Mindset - Co-Presenter

Multnomah Bar Association, 1.5 hour CLE, May 11, 2018

Lawyers in Transition (Monthly Meeting) - Presenter

Oregon Attorney Assistance Program, April 7, 2016

10 Minute Fix: Stress Reduction Techniques for Lawyers/Law Students - Planner & Presenter

Oregon State Bar Quality of Life Committee Presentation

- ABA Young Lawyers Division Fall Conference, October 10, 2014
- Willamette University College of Law, October 16, 2013
- Multnomah Bar Association Young Lawyers Section, May 16, 2013

Restorative Relaxation and Vinyasa Yoga - Presenter

Oregon Attorney Assistance Program Women's Retreat, April 27-28, 2012

How to Work a Room – Networking Tips for Law Students - Panelist

Oregon State Bar Quality of Life Committee Presentation

University of Oregon School of Law, May 22, 2012

Transitions: Challenge or Opportunity? - Planner and Moderator

Oregon State Bar Quality of Life Committee CLE, February 24, 2012

Practical Contract Lawyering - Panelist
Professional Liability Fund CLE, May 2008

Relax and Be More Productive, *In Sight*, September 2006, pp. 6-7

Changing Courses: How to Successfully Transition to a New Area of Law - Panelist Multnomah Bar Association
Young Lawyers Section CLE, April 2004

Contract Lawyering - Panelist
Lewis & Clark Law School Presentation, March 2007

Balancing Family and the Law - Panelist
Lewis & Clark Law School Presentation, April 2006

Finding a New Niche, *In Sight*, December 2003, pp. 4-5