

# HEATHER DECKER, JD

## PROFESSIONAL DEVELOPMENT EXPERIENCE

### *Productivity Coach and Consultant*

**tcb coaching + consulting** (owner), Milwaukie, 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
- Retreat Planning & Facilitation
- Time Management and Productivity Presentations (CLE)

#### 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, followed by four 1 hour implementation meetings
- 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 (Coaching 101 & 201)

## 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-present
- Solo & Small Firm Section, Executive Committee Member 2018; Secretary 2019
- 2019 Wellness Summit Planning Committee
- 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, 2018-19
- 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

*Lawyer Wellness Matters: Prioritizing Your Time for Work and Life* - Presenter

1.5 Hour CLE presentation for the Washington State Bar Association on November 26, 2019

*How to Work: Done not Drowning* - Presenter

1 Hour CLE presentation for bar organizations and law firms, 2019

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

- 1 Hour CLE for bar organizations and law firms, 2018-19
- 3 hour program for the Portland Underground Grad School on June 13, 2018

*Solo & Small Firm UNconference* - Co-Creator & Facilitator

3 hour CLE for the Multnomah Bar Association Solo & Small Firm Committee, May 30, 2019

*Managing Small Firm Growth* - Panelist

1 Hour CLE for the Multnomah Bar Association Solo & Small Firm Committee, December 4, 2018

*Committee Chairs Training: Running Effective Meetings* - Presenter

Multnomah Bar Association, Committee Chairs Training, September 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

*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