

PANDORA EYRE

Swift & McDonald, P.S.

1809 – 7th Ave., Ste. 1108, Seattle, WA 98101

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SUMMARY of QUALIFICATIONS:

- 16 years experience as a professional investigator in both the private and public sectors for a variety of clients – primarily attorneys, insurance adjusters and businesses
- Assisted with case analysis and trial preparation for attorneys, including conducting witness interviews, writing reports, conducting background checks, courthouse, database, and Internet research, subpoena service, surveillance, photography, and testifying in court
- Able to work well under pressure and deadlines, handle multiple cases simultaneously and work both independently and cooperatively
- Quick learner with positive, professional attitude and demeanor
- Proficient in MS Office; excellent writing and editing skills; basic phone and office skills, including transcription; read and speak French language

EXPERIENCE:

Investigator & Paralegal

Swift & McDonald, P.S., Seattle, WA

2009 to Present

- In-house investigator and paralegal/legal assistant for law firm specializing in national security, criminal and civil defense cases

Criminal Defense Investigator

Society of Counsel Representing Accused Persons, Seattle, WA 2002 - 2006

- Legal investigator in the Felony Division of King County contracted Public Defender law firm.
- Handled a large caseload of felony cases (homicides, assaults, drug crimes and DUIs, robberies, child abuse, sex crimes etc.). Duties included reviewing discovery and files, meeting with attorneys to discuss case strategy, identifying, locating and contacting witnesses, conducting witness interviews, background research, report writing, meeting with clients, subpoena service, and testifying in court as needed.

Private Investigator

Linda Montgomery Investigations, Seattle, WA

1992 to 2002

- Senior investigator for small but well-regarded Private Investigation firm which handled a variety of types of legal cases, primarily civil and criminal pre-trial investigations and insurance fraud work, but also business investigations/competitor intelligence, surveillance, photography, background checks, legal research, locates, and “difficult” subpoena service. Handled a large caseload and numerous clients at any given time. Considered to have excellent communication skills, especially writing and editing. Identified, located, contacted and interviewed witnesses; wrote reports; obtained recorded statements; took video and still photos; transcribed interviews; assisted business owner in all aspects of firm business as needed.

EDUCATION:

Numerous investigative seminars and workshops on a variety of topics, including *Child Abuse Investigations, Voir Dire, Surveillance, The P.I. & the Courtroom, Police Investigations, Advanced Internet Research, etc.* **1992 to Present**

Interior Design, Bellevue College Professional Certification Program **2006-2009**

Bachelor of Arts, English Lit. **1987**
University of Washington, Seattle, WA (with Honors)

Certificate of French Language Studies **1983-84**
L’Alliance Francaise, St Germain-en-Laye, France

MEMBERSHIPS & VOLUNTEER WORK:

Washington Assn. of Legal Investigators 1996 to Present
National Association of Investigative and Security Specialists 2009 to Present
National Assn. of Legal Investigators 2010 to Present

Tour Guide/Docent, Seattle Architectural Foundation 2007 to Present

