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Landreth Law Firm PLC  
801 E. B Street  
Jenks, Oklahoma 74037

Ms. Hoye is a professional paralegal/litigation technology specialist with over nineteen years of experience as a paralegal, specializing in environmental and regulatory law. Ms. Hoye has a wide-ranging background in data management and support of high-profile, high-liability litigation

and administrative matters, with extensive experience in developing, publishing and supporting complex relational database applications for document, file, case and matter management.

## **Experience**

Ms. Hoye has provided legal support to a number of high-profile law firms, including the largest firms in Tulsa and Oklahoma City. She served as paralegal to Oklahoma Supreme Court Justice Marion P. Opala, providing research, docketing and organizational support.

Ms. Hoye has provided paralegal support to Mr. Landreth since 1996, including support in representation of domestic airlines, airline fuel consortiums, oil and gas exploration, production and transportation companies. Ms. Hoye provided dedicated matter management support to a Tulsa-based energy company, fully supporting a case load that at times exceeded 50 matters.

Prior to beginning a legal career, Ms. Hoye was employed at the corporate headquarters of Kerr-McGee Corporation in Oklahoma City, where she participated in the development of Kerr-McGee's prototype word processing centers, providing management and training services to word processing operators.

Ms. Hoye recently created a private company called bizE-Legal Solutions, which markets to private, corporate and government legal practitioners electronic litigation support products developed solely by Ms. Hoye. bizE-Matters 2003<sup>®</sup>, which offers centralized matter, entity, docketing, and file management, and bizE-BriefCase 2003<sup>®</sup>

, which presents total paperless management of individual case matters, have been licensed to and are in use by a number of law firms, corporate legal departments and in support of Fortune 500 Companies nationwide.

## **Education**

Certificate, University of Oklahoma School of Law Legal Assistant Program (1987)

Fine Arts studies, University of Oklahoma, Oklahoma City University

## **Accomplishments**

Comprehensive knowledge of:

- Microsoft Office 2007 (Access, Word, Excel, PowerPoint)
  
- Microsoft Office XP (Access, Word, Excel, PowerPoint)
  
- Trial Director
  
- Document Director
  
- Summation iBlaze
  
- Westlaw
  
- Lexis
  
- Adobe Acrobat

- Custom database applications

### **Publications and Presentations**

Guest lecturer, Oklahoma City University Paralegal School, "Automated Litigation Support"

Author, "Automated Litigation Support", OKC Chapter of The Association of Legal Administrators Newsletter