

Hannah Jewell

Office Coordinator

Telephone: (503) 227-1600

Fax: (503) 227-6840

209 SW Oak Street, Suite 500

Portland, Oregon 97204

✉ hjewell@stollberne.com



Hannah is Stoll Berne's Office Coordinator. She is the first person you will meet when you arrive at Stoll Berne. A typical day for Hannah is never the same. While her basic duties include greeting guests, answering phone calls, and scanning mail, she also assists our billing specialist, legal assistants, IS Director, and Administration & Marketing Manager with special projects and event planning. She is responsible for the overall smooth flow of the firm by maintaining inventory of office and kitchen supplies, completes daily new file creation, organizes on and offsite records, handles maintenance requests, and schedules any special outside services that the firm needs. Hannah enjoys taking on any new responsibilities to assist Stoll Berne to her fullest capability.

PROFESSIONAL EXPERIENCE

Stoll Berne

Office Coordinator, 2022-present

DYB Choisun

Substitute English Second Language Teacher, 2019-2021

Hana Japanese Bistro/Sushi Hana

Wait Staff/Team Supervisor, 2011-2017

Faye Judson Salon

Receptionist, 2011-2013

EDUCATION

Hanyang University, Seoul, South Korea
Korean Language, 2017-2019

University of Oregon, B.A., Linguistics, 2016

University of Southern Florida, Certificate, 2023
Diversity, Equity and Inclusion in the Workplace



PERSONAL

Outside of work, Hannah is a foodie who enjoys finding new restaurants and cafes. She has been known to spend hours bookmarking hundreds of places to discover and not letting her friends or family eat until she has taken a "Hannah approved" photo.

