

Hannah Jewell

Office Coordinator

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Hannah is the Office Coordinator at Stoll Berne, where she is the first point of contact for visitors and clients. Each day brings new challenges as she skillfully manages a wide range of responsibilities across the firm. In addition to greeting guests, answering calls, and handling mail, Hannah provides vital support to the Director of Administration, legal assistants, and paralegals, driving key projects to completion.

She leads the planning and execution of all firm events, both in-house and off-site, managing every detail from start to finish. Her expertise in vendor coordination ensures seamless event experiences. Hannah is also pivotal in optimizing daily office operations by organizing meetings, overseeing supply inventory, managing maintenance requests, and scheduling external services.

Beyond her operational duties, Hannah contributes to the firm's marketing and social media efforts, helping to expand Stoll Berne's digital presence. With a responsibility-driven, proactive approach, she consistently embraces new challenges, striving to support the firm in any capacity she can.

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.

