

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 some of her basic duties include greeting guests, answering phone calls, and scanning mail, she also assists our Director of Administration, legal assistants, and paralegals with project management. She is responsible for executing all firm-wide events from start to finish. Coordinating with various vendors is her specialty. Hannah takes charge of the overall smooth flow of in office operations by organizing office meetings, maintaining supply inventory, opens new work matters for attorneys and clients, handles maintenance requests, and schedules any special outside services that the firm needs. Hannah is responsibility and results driven; she enjoys taking on any new tasks 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.

