

# AVA HENRICKSON

Lakewood, CO  
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## WRITER/JOURNALIST/LEGAL ASSISTANT/PHOTOGRAPHER

Experienced, adaptable, and analytical writer with over fifty bylines in a daily publication of 29,000 circulation, including several features stories picked up by the Associated Press and republished in [national markets across the country](#). Accurately documents facts and applies creative perspective in various subject matters. Proven success creating content for print media, television news, and online blogs. Demonstrated ability to organize investigations, gather information, and present it in a manner that is engaging and thought-provoking to readers and viewers. Possesses strong attention to detail to ensure accuracy, transparency, and competency. Core competencies include:

Interviewing | Writing | Editing | Research | Documentation | Enterprising | Office Support  
Community Relationship Management | Organization | Communication | Time Management | Independence

## EXPERIENCE

**Colorado Supreme Court, Office of Attorney Regulation Counsel, Denver, CO** **2025 – Present**  
**Legal Assistant**

- Draft letters and legal documents during investigative stage of attorney regulation's trial division
- Proofread motions, reports and other legal documents for attorneys
- Keep track of status of cases using Justware database, documenting and filing case-specific documents
- Docket trial hearing, discovery and other critical deadlines as part of data management
- Monitor email inbox for correspondence, case updates, responses and replies and manage documents according to office policy

**FURNITURE ROW, Denver, CO** **2024 – 2025**  
**Legal Assistant**

- Research transfer tax requirements, draft and record deeds for various company properties involved in 1031 exchanges
- Assist real estate attorneys with various projects including building tracking spreadsheets for all properties owned and all internal leases
- Record invoices daily to track between departments
- Sort mail and distribute throughout office
- File in to various electronic and paper systems, ensuring accuracy for store, worker's compensation and HR information

**KITTO LAW, P.C., Golden, CO** **2015 – 2018 & 2023 – 2024**  
**Paralegal, Legal Assistant and Office Manager**

- Drafted and prepared legal documents for attorney review with a detail-oriented approach, including pleadings, briefs, responses, petitions, agreements, deeds, and others
- Prepared certificates of service and serve documents on opposing council and individuals
- Utilized superb writing skills to draft letters and documents for review by attorney
- Efficiently filed documents with the court using Integrated Colorado Courts E-filing System
- Assisted attorney in court during jury trials and hearings with all needs and requests
- Prepared financial statements and organized documents for disclosure and discovery, analyzing and flagging issues for attorney; organized and prepared trial exhibits
- Prepared drafts of and edited estate planning documents including trusts, wills, and powers of attorney
- Recorded deeds on title using Simplifile, as well as scheduled clients and maintained attorney calendars

**OSTERMAN LAW, PC, Denver, CO** **2021 – 2022**  
**Legal Assistant**

- Managed intake process for two-attorney firm, routing paperwork and creating files for smooth initial client meeting setup
- Assisted associate attorney in all practice areas including estate planning and probate to seamlessly provide clients with comprehensive plans and proceedings, meeting deadlines and preparing pleadings and real estate deeds
- Filed pleadings on state court website and recorded deeds with county offices
- Provided point of contact with the firm's clients, interacting with both new and current clients to provide excellent service and be the "face" of the firm, over the telephone and in person
- Worked with WealthCounsel software to draft estate planning documents to fit client's needs

**WHEELER TRIGG O'DONNELL, LLP, Denver, CO** **2018 – 2020**  
**Assistant Paralegal**

- Supported the preparation of complex cases for trial with some of the largest corporations in America, aiding in several victories and settlement successes for the firm

- Created transparent medical timelines for plaintiffs as well as summarized and charted records and evaluations to help attorney determine proper settlement amount
- Effectively documented all records accurately and timely, mastering various document management systems
- Championed various administrative and client support tasks including pulling case law for pleadings, creating indices, compiling witness notebooks, and proofing briefs
- Conducted detailed research on both witnesses and experts to support accurate and strategic decision making
- Drafted subpoenas and assessed deposition designations to ensure accuracy and transparency

**RAPID CITY JOURNAL**, Rapid City, SD

2007 – 2008 &amp; 2009 – 2015

**Features Reporter and Newsroom Clerk**

- Gathered information, conducted interviews in person and over the phone and wrote stories for print
- Supported families by providing necessary administrative support during their time of need and stress
- Wrote news briefs from press releases, carefully selecting the most important information
- Edited and prepared letters to the editor and obituaries according to Associated Press style guidelines
- Managed incoming inquiries from readers and customers, effectively addressing concerns in a timely manner
- Worked independently in the field and at the office, meeting daily deadlines

**PENNINGTON COUNTY STATE'S ATTORNEY'S OFFICE**

2011 – 2012

**Criminal Justice Intern - Victim's Assistance Program, and Rapid City Police Department**

- Helped crime victims understand the court system
- Attended court hearings with victims and their families
- Met and talked with victims and their families on a number of violent crime cases
- Conducted jury interviews after a hung jury and reported findings to the state's attorneys
- Attended jury trials and rode along with officers on patrol and observed the workings of several areas within the criminal justice system including police investigations and 911 communications

**KOTA TV**, Rapid City, SD

2008 – 2008

**Assignment Editor**

- Worked with reporters and producers on story development. Gathered newsworthy information for consideration and assigned stories to reporters and organized each day's schedule. Analyzed story ideas for best content and presentation.
- Monitored email, fax, and Associated Press wires for story ideas and content

**KNBN, KKRA/RAPID BROADCASTING**, Rapid City, SD

2000 – 2004 &amp; 2005 – 2007

**News Producer, Assignment Editor, Reporter, Production Assistant**

- Interviewed newsmakers and wrote voiceover and packaged content for daily newscasts
- Gathered news stories off Associated Press wires and press releases to effectively develop story ideas and assign them to reporters
- Monitored story development and guided reporters throughout the day; checked facts and edited stories with immense attention to detail and accuracy
- Arranged line-up of stories and effectively monitored time and quality of newscast during live broadcast
- Interviewed wide range of newsmakers from feature guests to politicians and many others
- Operated camera, audio, tapes, and graphics positions for studio and live news broadcasts
- Edited news stories and captured pictures to publish on MSNBC's website

**TECHNOLOGY SKILLS**

Microsoft Office | Adobe | Filesite | Blox CMS | Simplifile | Document Management Systems | ILienRod | Justware | Sharefile

**EDUCATION**

**Bachelor of Science (BS) in Criminal Justice**  
National American University, Rapid City, SD

**VOLUNTEER EXPERIENCE**

Cat Care Society, Lakewood, CO | 2019-2020