

Tara J. Hoffmann

Perkins & Associates, LLC, 401 Market Street, Suite 900, Shreveport, LA • 71104 • (318) 267-1240 •
hoffmann@perkinsfirm.com

Education

Louisiana State University Paul M. Hebert Law Center – Baton Rouge, Louisiana
Juris Doctorate/Diploma of Civil Law Candidate May 2011

Louisiana Tech University – Ruston, Louisiana
Bachelor of Arts, Psychology, *summa cum laude* May 2008

Mangham High School – Mangham, Louisiana
Valedictorian May 2005

Professional Experience

PERKINS & ASSOCIATES, L.L.C. - Shreveport, Louisiana
Associate August 2011 - present

- Conduct depositions
- Prepare discovery
- Draft motions and memorandums in support of motions
- Represent clients at hearings
- Interview witnesses and drivers

PERKINS & ASSOCIATES, L.L.C. - Shreveport, Louisiana
Law Clerk Summer 2010

- Abstracted depositions
- Prepared discovery
- Drafted motions and memorandums in support of motions
- Conducted legal research

DEPARTMENT OF JUSTICE, LITIGATION DIVISION – Baton Rouge, Louisiana
Law Clerk, Road Hazard Division January 2010 – March 2010

- Analyzed medical records and depositions
- Prepared discovery
- Conducted legal research

PAUL M. HEBERT LAW CENTER – Baton Rouge, Louisiana
Research Assistant for Professor John Randall Trahan August 2009 – present

- Research recent jurisprudence in Family, Property, Sales, and Lease law
- Create case digests for Continuing Legal Education conferences

COTTON, BOLTON, HOYCHICK, & DOUGHTY, L.L.P. – Rayville, Louisiana

Archives Clerk

Summer 2008

- Transferred closed cases to computer database
- Instructed procedure for accessing archives
- Assisted paralegals as needed

Skills

Proficient in Microsoft Office, Westlaw and Lexis

Organizations and Memberships

Louisiana Bar Association

DRI

Louisiana Association of Defense Counsel

Admitted to the Eastern, Western, and Middle Federal Districts of Louisiana