

Kayla Zeigenbein
Odessa College
Email – kzeigenbein@odessa.edu
Office # - 432-335-6485

Educational Credentials

*Bachelor of Business Administration in Administrative Services with a Legal Assistant Training Certificate–
West Texas State University 1981
Certified Legal Assistant – January 1989*

Teaching

Spring 2013

*LGLA 1301 – Legal Research & Writing
LGLA 1323 – Employment Law
LGLA 1353 – Wills, Trusts & Probate Administration
LGLA 2239 – Certified Legal Assistant Review
LGLA 2366 – Practicum – Legal Assistant/Paralegal
BMGT 1305 – Communications in Management
ITSC 1191 – Special Topic – Computer & Information Science, General*

Fall 2012

*LGLA 1300 – Elder Law
LGLA 1301 – Legal Research & Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 2303 – Torts & Personal Injury Law
LGLA 2333 – Advanced Legal Document Preparation
LGLA 2366 – Practicum – Legal Assistant/Paralegal*

Spring 2012

*LGLA 1301 – Legal Research & Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1323 – Employment Law
LGLA 1353 – Wills, Trusts & Probate Administration
LGLA 2239 – Certified Legal Assistant Review
LGLA 2366 – Practicum – Legal Assistant/Paralegal
POFT 1429 – Beginning Keyboarding*

Fall 2011

*LGLA 1300 – Elder Law
LGLA 1301 – Legal Research & Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1323 – Employment Law
LGLA 1353 – Wills, Trusts & Probate Administration
LGLA 2303 – Torts & Personal Injury Law
LGLA 2333 – Advanced Legal Document Preparation
LGLA 2366 – Practicum – Legal Assistant/Paralegal*

Spring 2011

*LGLA 1301 – Legal Research & Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1323 – Employment Law
LGLA 1353 – Wills, Trusts, & Probate Administration
LGLA 2239 – Certified Legal Assistant Review
LGLA 2366 – Practicum – Legal Assistant/Paralegal*

Fall 2010

*LGLA 1300 – Elder Law
LGLA 1301 – Legal Research & Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1323 – Employment Law*

LGLA 2303 – Torts & Personal Injury Law
LGLA 2333 – Advanced Legal Document Preparation
LGLA 2366 – Practicum – Legal Assistant/Paralegal

Spring 2010

LGLA 1301 – Legal Research & Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1353 – Wills, Trusts & Probate Administration
LGLA 2239 – Certified Legal Assistant Review
LGLA 2366 – Practicum – Legal Assistant/Paralegal
POFT 1429 – Beginning Keyboarding

Fall 2009

LGLA 1301 – Legal Research & Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1323 – Employment Law
LGLA 2303 – Torts & Personal Injury Law
LGLA 2333 – Advanced Legal Document Preparation
LGLA 2366 – Practicum – Legal Assistant/Paralegal

Spring 2009

LGLA 1303 – Legal Research
LGLA 1305 – Legal Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1353 – Wills, Trusts & Probate Administration
LGLA 2239 – Certified Legal Assistant Review
LGLA 2366 – Practicum – Legal Assistant/Paralegal
POFT 1429 – Beginning Keyboarding

Fall 2008

LGLA 1303 – Legal Research
LGLA 1305 – Legal Writing
LGLA 1313 – Intro to Paralegal Studies
LGLA 1323 – Employment Law
LGLA 2303 – Torts & Personal Injury Law
LGLA 2333 – Advanced Legal Document Preparation
LGLA 2366 – Practicum- Legal Assistant/Paralegal

Spring 2008

LGLA 1303 – Legal Research
LGLA 1313 – Intro to Paralegal Studies
LGLA 1353 – Wills, Trusts & Probate Administration
LGLA 2239 – Certified Legal Assistant Review
LGLA 2366 – Practicum- Legal Assistant/Paralegal
POFT 1429 – Keyboarding/Document Formatting
POFT 1127 – Intro to Keyboarding

Professional Experience

Odessa College – Odessa, Texas

August 2004 - Present

Todd, Barron, Thomason & Hudman, P.C. – Odessa, Texas

September 1984 – October 2004

Exxon Company, USA – Midland, Texas

January 1982 – August 1984

Industry and/or Educational Related Experiences

National Association of Legal Assistants (NALA) National Convention – Kansas City, MO – July 2005

TCCTA Convention – Houston, TX – March 2006

Texas State Bar Convention – San Antonio, TX – June 2007

Blackboard Training

Cengage Conference

Several Continuing Legal Education Courses in order to meet my 50 hours of continuing education every 5 years in order to retain my CLA designation.

WECM – June 2013

Program/Department Responsibilities

Advise students

Service

Hiring committee

Student Award of Excellence committee

Faculty Senate

Professional Publications and/or Presentations

Nothing to Report

Community Service

HEB Feast of Sharing

Food 2 Kids

Meals on Wheels

American Cancer Society – Relay for Life

Casa De Amigos Pro Bono Clinic

Awards & Honors

Nothing to Report

Professional Memberships

Member of the Paralegal Division of the State Bar of Texas

Member of the Paralegal Association of the Permian Basin