

Patricia E. Shannon

**Founder & Principal
Shannon Ethics and Campaign Reporting, LLC**

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Professional Summary

Founder of Shannon Ethics and Campaign Reporting, LLC, a Texas-based firm specializing in accurate, timely, and fully compliant campaign finance reporting and ethics filings with the Texas Ethics Commission (TEC) and local filing authorities. Brings more than a decade of direct, insider experience at the TEC plus extensive prior work experience preparing and filing campaign finance reports for clients. Subject-matter expert in guiding candidates, political action committees (PACs), lobbyists, and personal financial statement filers through the complex Texas ethics and campaign finance requirements with precision and professionalism.

Core Competencies

- Texas Ethics Commission filings (campaign finance reports, lobbyist disclosures, personal financial statements, sworn complaints).
- Legislative monitoring & ethics compliance analysis.
- Client liaison & confidential handling of sensitive political matters.
- Training development & instructional video production.
- Form design, revision & basic WCAG 2.1 accessibility compliance.
- Texas Register filings & public information responses.
- Legal research, document drafting & case management.
- Paralegal support in election law, administrative law & civil litigation.

Professional Experience

Senior Legal Assistant/Legal Assistant, Texas Ethics Commission | Austin, TX
January 2015 – August 2026

- Primary assistant to the Executive Director and General Counsel.
- Prepared materials for Commission meetings.
- Conducted legislative monitoring on ethics-related legislation.

- Drafted and updated official TEC forms with WCAG accessibility compliance.
- Coordinated training events and created instructional videos on ethics rules and filing requirements.
- Oversaw Texas Register filings.
- Responded to public inquiries for the Legal Division.

Paralegal, Potts & Reilly, L.L.P. | Austin, TX
February 2001 – December 2010

- Supported election, legislative, and administrative law matters.
- Prepared and filed Campaign Finance Reports directly with the Texas Ethics Commission.
- Monitored TEC meetings and provided compliance guidance.
- Drafted pleadings, discovery, motions, and affidavits; performed legal research and full case management.
- Built strong client relationships and maintained computerized litigation support systems.

Paralegal, McGinnis, Lochridge & Kilgore, L.L.P. | Austin, TX
August 1989 – January 2001

- Handled complex civil litigation in state and federal district and appellate courts.
- Drafted pleadings and discovery documents; supervised and trained paralegals; managed document control and client relations.
- Assisted in trial preparation and support

Additional Relevant Experience

Juvenile Case Manager/Paralegal/Court Clerk—Travis County Justice of the Peace, Pct. 2 (2011–2014)

Administrative Assistant — Waddell & Reed, Inc. (2010–2011)

Paralegal — Lewis, D’Amato, Brisbois & Bisgaard, San Diego (1987–1989)

Education

Lawyer’s Assistant Program (Graduate Level, ABA-Approved)

University of San Diego | Summer 1987 | Civil Litigation Specialty — Honors in all courses

B.S. Criminal Justice Administration (Cum Laude)

San Diego State University | 1983–1987 | Major GPA 3.78 | Golden Key National Honor Society | Dean’s List (6 semesters)

References available upon request