

Donahi “Donna” Casas-Silva

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WORK EXPERIENCE

Crowdstaffing (assigned to Google Inc.)

(Remote)

Analytics and Review Attorney

June 2021 – June 2023

- Worked closely with Google Discovery Attorneys to learn, coordinate and perform case management functions including: coordinating with other litigation support teams, establishing team workflows, creating review batches, creating Outside Counsel QC batches, communicating with OC regarding further matter requests, creating and releasing large-volume discovery document productions and performing substantive and privilege QC
- Performed Early Case Assessment and data analytics tasks including search term creation and testing, document culling and sampling and running search term reports
- Instructed and coordinate with e-discovery vendors to produce elaborate database privilege cross-referencing reports.
- Organized data and applied complex functions and formulas to spreadsheets in order to create Privilege Logs

Solomon Page (for O’Melveny & Myers)

(Remote)

Contract Attorney - Spanish Review & Translation

January 2020 – May 2021

- Assisted in preparation of defense for government FCPA investigation
- Wrote Spanish to English translations of business and financial documents for senior counsel review
- Performed Quality Control review of documents for responsiveness, privilege, confidentiality and legal issues
- Created privilege logs and discovery indexes
- Created strategic search queries in Relativity database to facilitate key document identification

Trustpoint.One (for Jones Day)

Palo Alto; San Francisco, CA

Team Lead - Deposition and Trial Preparation

April 2018 – October 2019

- Trained and supervised contract attorneys on trial preparation team
- Established efficient work processes, authored review protocols, delegated team tasks, monitored productivity and performed QC review of team work product
- Communicated daily with counsel to create workflows and deliver updates on team progress
- Created strategic search queries and batches in Relativity database for counsel and contract attorneys in order to facilitate key document identification
- Assisted with deposition and trial preparation tasks, including key document identification and chronology, index and binder creation to meet weekly deadlines
- Analyzed documents and drafted detailed summaries highlighting relevant legal issues

H5

Information Retrieval Specialist - eDiscovery

San Francisco, CA

August 2017 – April 2018

- Constructed strategic search queries in large body of electronic data to locate targeted subject matter
- Researched relevant topics to assist in litigation preparation
- Synthesized large amounts of information from a variety of sources
- Worked in a fast-paced environment to meet client deadlines, both autonomously and collaboratively

Fronteo (for Google Inc. and Quinn Emanuel)

San Francisco, CA

July 2016 – August 2017

Team Lead

- Trained and supervised document review team, delegated assignments, monitored productivity and performed Quality Control review of team work product
- Designed and implemented document review workflows and QC protocols
- Served as liaison between review team, database vendor and outside counsel
- Served as point-of-contact for review team on substantive and technical questions and maintained and conformed decision logs
- Created reports for law firm attorneys summarizing daily team progress
- Performed targeted searches and researched relevant topics to assist in deposition preparation
- Performed extensive research in order to prepare multi-faceted wiki site detailing relevant case issues
- Prepared detailed excel spreadsheets in order to research and organize responses to interrogatories

Tower Legal (for Paul, Weiss and Shearman & Sterling)

Mexico City, Mexico

Contract Attorney (Spanish) - Reg. Investigation & Trial Preparation

May 2015 – May 2016

- Assisted in preparation of documentation for government regulatory investigation
- Performed first-level review of documents for responsiveness, privilege, confidentiality and legal issues
- Performed second-level and third-level Quality Control review of team work product
- Created privilege logs
- Translated business and financial documents from Spanish to English for senior counsel review
- Assisted with deposition and trial preparation tasks, including key document identification, creating privilege logs, binder creation and index creation

Adecco (assigned to Google Inc.)

Mountain View, CA

e-Discovery Document Review Attorney

October 2012 – October 2014

- Performed document production and data analytics tasks including: culling and filtering of electronically stored information, implementing complex spreadsheet functions and formulas, search term creation and testing and generating data statistics and work summary reports for outside counsel
- Reviewed and analyzed documents for responsiveness, privilege, confidentiality and legal issues
- Performed daily Quality Control review of peer work
- Created privilege logs
- Assisted with deposition preparation and binder creation
- Performed extensive legal research, analyzed and interpreted case law, and wrote legal briefs for departmental Moot Court competition

BAR ADMISSION

California State Bar, #263367

EDUCATION

University of Southern California
Bachelor of Science, Music Industry

Los Angeles, CA

Loyola Law School
Juris Doctor

Los Angeles, CA

COMPUTER SKILLS & CERTIFICATIONS

- **Certifications:** RelativityOne Certified Pro (Issued August 2022 - Credential ID: 282202)
- **E-discovery Software:** Axcelerate, Relativity, RelativityOne, Concordance, DART, iConect, Kroll On-track, Ringtail/Attenex, ViewPoint, Xerox OmniX
- **Programming/Computer Science Skills:** CSS, HTML, JavaScript, ReactJS, SQL
- **Software:** Google Workspace, Microsoft Office, Adobe Acrobat Pro
- **Legal Research:** Lexis/Nexis, Westlaw; Google Scholar

LANGUAGES

- **English:** Native-level: Speaking, Reading, Writing
- **Spanish:** Native-level: Speaking, Reading, Writing
- **French:** Beginning-level: Speaking, Reading