

Objective

A motivated and skilled lawyer with extensive experience effectively managing all facets of complex litigation in numerous areas of the law, as well as significant experience in high-level commercial transactions. Leverages outstanding interpersonal outside counsel and internal operational clients.

Skills

Budgeting, Analytics, Tableau, Consulting, Project management, Finance modeling, Forecasting, Zero-based budgeting.

Work Experience

Summer Associate/Executive

ABC Corporation - June 2002 – August 2002

- Represented and counseled large third-party debt collection companies in individual and federal and state consumer laws.
- Cases involving lien and bond rights, various contractual disputes, construction defects, and personal injury claims.
- Significant handling of all aspects of litigated files, including drafting pleadings, all forms of discovery and various complex memoranda of law.
- Coordinated with clients to investigate factual allegations and develop a defense strategy.
- Prepared deposition questions and witnesses, as well as prosecuted and defended depositions.
- Attended court hearings and participated in settlement conferences and bench trials.
- Researched relevant case law/federal statutes and advised clients on compliance issues.

Summer Associate/Executive

ABC Corporation - 1997 – 2002

- Drafted court documents including orders to show cause, motions to compel, complaints and answers for attorney review.
- Conducted client intake meetings and prepared client files and documents for filing with the court.
- Assisted attorneys with trial preparation, fulfilling discovery demands, interrogatories, and served as a liaison between counsel and clients.
- Communicated with clients on a weekly basis to provide case status updates.
- Gained familiarity with commercial transactions, real estate, federal and state civil procedure rules, e-discovery, incorporating businesses and immigration law.
- Participated in hearings, and second seated immigration hearings and trials.
- Drafted memoranda of law for publication on Casetext..

Education

Diploma