

Summary of Skills or Summary of Qualifications

<ul style="list-style-type: none">• Trusted community leader in national diversity recruiting efforts, including managing relationships with various affinity organizations• Provider of education workshops and seminars on topics related to career management and diversity• Highly sought-after career advisor, resume writer, and interview coach	<ul style="list-style-type: none">• Demonstrated knowledge of diverse hiring practices• Efficient and productive in hiring executive talent• Well-equipped expert in social media sourcing• Influencer with full-cycle recruiting experience
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Key Skills

- Sourcing and Recruiting
- Resume Development
- Interview Preparation
- Program Management
- Nonprofit Operations
- Team Training and Management
- Event Planning
- Social Media and Marketing
- Leadership and Coaching

Summary

More than 10 years of civil litigation experience in all aspects of litigation, including trials, arbitration, and trial preparation. Responsible for day-to-day case management; propounding and responding to discovery; conferring with expert witnesses; drafting motions to compel; preparing clients for mediations and depositions; taking and defending depositions; and opposing demurrers, motions to strike, motions for judgment on the pleadings, and summary judgment motions.

Summary of Qualifications

- Operations and business administration experience
- Generalist with finance, marketing, operations, and training experience
- Excellent understanding of a company’s life cycle
- Expert at creating systems and procedures
- Persuasive, technical, and instructional writer
- Experience coaching and training in a wide range of industries