TODD F. ROMKEMA

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TRAINING
Completed Launch Code training course in programming basics, Python, HTML, CSS, SQL, Model-View-Controller design for web applications, use of command line interfaces, GitHub version tracking and basics, Java, Integrated Development Environments like IntelliJ. Used tools like Thymeleaf to facilitate interactions among programing languages running controllers, web pages and HTML templates, and SQL database input/output based on data from web forms and other inputs.

PROJECTS
Projects available at https://github.com/Todd-Ro?tab=repositories. Crowning projects from Launch Code LC101 course include cheese-mvc-persistent and techjobs-mvc. Currently undertaking CivicGeo project to allow users to sign up for alerts about upcoming elections in their jurisdiction, match geographic information to civic information such as local courts, and receive information updates from admin users.

SKILLS/PROFICIENCIES
Proficient in Java, Flash, Python, HTML, CSS, SQL, EViews, R, MATLAB, SAS, STATA, SPSS, QuickBooks, TurboTax,Westlaw, Toggl, SharePoint, Office (Excel, Word, Outlook, Access, etc.), PDF editing in Adobe and Foxit, and various e-filing systems.

EDUCATION
Saint Louis University School of Law, St. Louis, MO (Conferred May 2015) JD with Concentration in Employment Law
Southern Illinois University Edwardsville, Edwardsville, IL (graduate studies in Economics and Finance 2010-2011)
Washington University in Saint Louis, St. Louis, MO (Conferred May 2010) BA in Mathematics (Statistics Track) and Economics

PUBLICATIONS
Beware That Your Social Media Policies Do Not Draw the Ire of the National Labor Relations Board, 70 J. Mo. B. 324 (Nov-Dec 2014). Available at www.mobar.org/journal/novdec2014.htm.
Contributed in authoring the Market Scope Refractive Report and Diagnostic Report (multiple publications)

LICENSES
Passed Actuary Exams P/1 and FM/2
Missouri Notary Public
Missouri Attorney - State and Federal Court
Certification in Employment Law

HONORS/AWARDS
• Served as a team member on Washington University Math Team (2010 MAA State Math Competition)
• Washington University Dean's List 2010
• Solutia Award for Excellence in Research (STARS) in Physics/Engineering in 2005
• Isaac Newton Award and top scoring member of top team in Southern Illinois University Annual Physics Competition in 2005

EXPERIENCE
Epiq, Saint Louis, MO *Document Reviewer* (November 2017 – Present)
• Review faxes, emails, and attachments in native view, extracted text view, and downloaded form
• Assess documents in batches for relevance to case, attorney-client and work product privilege, and confidential information
• Prepare notes explaining significance of key documents and specific items to be redacted in partially privileged documents

Private Practice, Saint Louis, MO *Attorney* (January 2017 – Present)
• General law practice representing individuals and businesses
• Provide DWI, traffic violation, and criminal defense including all aspects of filing and representation
• Conduct client meetings and keep organized records of case documents
• Document review for numerous types of litigation and business issues
• Conduct legal research in land use and adverse possession
• Draft revenue-sharing contracts for a market research firm for use as primary agreements with major business partners
• Provide pro bono legal assistance for immigrants through the Migrant and Immigrant Community Action Project (MICA)
   o Set up springing powers of attorney for care of a child and for finance
   o Represent clients with the asylum application process

Market Scope, LLC, St. Louis, MO *Contract Consultant and Legal Counsel* (August 2012 – present), *Statistician and Market Researcher (*September 2011 – August 2012), *Part-time Research Assistant* (August 2004 – September 2011)

- Provide legal advice to top management on business and employment matters
- Draft, review, and revise business and confidentiality agreements
- Create software use and data access agreements protecting proprietary data against redistribution by customers and users
- Create securities law white paper and provide training presentation for a market research firm and its employees
- Produced estimates of ophthalmic condition prevalence, using census data and incidence rates, that were published in reports
- Conducted research, organized data, and used findings to create predictive models tying equipment sales to demographic data

Missouri Protection and Advocacy Services, St. Louis, MO *Staff Attorney* (January 2016 – December 2016) Federally funded position lasting one calendar year
- Handled disability law cases, making HIPAA records requests for every client and case
- Complied with strict and evolving privacy protection policies
- Drafted petitions for litigation cases
- Provided counsel on the legal effect of adult guardianship and alternatives such as powers of attorney
- Represented voters with disabilities whose right to vote was infringed, including assistance via nonpartisan election day hotline
- Developed and presented educational programs for adults with disabilities on voting rights and accessibility
- Collaborated with disability advocacy leaders in a multi-organizational roundtable

Quality Liability Solutions, LLC, St. Louis, MO (boutique law firm specializing in employment and health care risk management) *Part-Time Legal Assistant* (September 2011 – January 2014; July 2015 – November 2015)
- Performed contract reviews for client whose business was undergoing dissolution
- Participated in complex federal court business litigation multiple causes of action from initial filing to discovery to settlement
- Conducted statistical analysis demonstrating extent of damages and summarized findings in a demand letter, resulting in the establishment of diversity jurisdiction and successful settlement negotiations
- Drafted and assisted with editing motions to dismiss, responsive motions, and four amended complaints
- Organized and summarized medical and employment records and assisted in negotiating a $150,000 settlement offer
- Researched case law and administrative regulations to determine applicable laws and precedents to be cited in court
- Participated in worker's compensation administrative proceedings and hearings in judge's chambers
- Consulted with many clients and documented detailed facts regarding claim issues

H&R Block, Inc., St. Louis, MO *Part-Time Tax Law Adviser* (January 2015 – April 2015)
- Responded to legal inquiries from tax professionals to assist with tax preparation and filing for clients
- Researched various tax provisions, including many relating to the Affordable Care Act
- Answered questions using IRS publications, form instructions, sample letters, H&R Block materials, and other sources

Jackson Lewis, P.C., St. Louis, MO *Summer Legal Intern* (June 2014 – August 2014)
- Conducted extensive research related to employment law including social media's relation to labor law and contractual restrictive covenants
- Authored article on social media and labor law which was published in the *Journal of the Missouri Bar*

Saint Louis University Legal Clinic, St. Louis, MO *Student Attorney - Rule 13 Certified* (Summer 2014)
- Interviewed parties and witnesses and appeared in court in family law case while serving as Guardian Ad Litem for infant
- Reviewed and created chronologies of medical records to analyze medical care provided
- Conducted client intake interviews and completed client intake forms

Wendl Financial, St. Louis, MO *Financial Analyst Intern* (Summer 2010)
- Reviewed and analyzed financial data on 50+ year stock returns to identify and measure returns on top dividend-yielding stocks
- Research findings submitted for consideration of investment strategies intended for publication in a financial trade journal
- Simplified complex data by creating and organizing summary spreadsheets in Excel

Washington University Epidemiology Prevention and Research Group, St. Louis, MO
Researcher Intern (Summer 2009)
- Worked with database formed through confidential surveys, preparing regression analysis results for publication
- Thoroughly analyzed economic and psychosocial data obtained from NIH-sponsored surveys and studies
- Produced a paper containing introduction, methods, results and discussion fit for publication in a research journal

EXTRACURRICULAR ACTIVITIES
- Provide legal advice to immigrants regarding power of attorney for finance as volunteer with legal assistance ministry
- Action Committee Member for LeaderShape at Washington University