

RACHEL LYNN KING

248 Fiddlers Knoll Court • Kernersville, NC 27284 • (678) 849-7951 • Rachel.King1@g.uky.edu

EDUCATION

University of Kentucky College of Law, Lexington, KY

Juris Doctor, May 2014

- Editor in Chief, *Kentucky Journal of Equine, Agriculture, and Natural Resources Law*
- Secretary, International Law Society

Dartmouth College, Hanover, NH

Bachelor of Arts, Anthropology, June 2007

- Italian Language Study Abroad Program, Rome, Italy

EXPERIENCE

Fayette County Attorney's Office, Lexington, KY

Prosecutorial Intern, Spring 2014

- Conducted legal research and prepared memoranda and draft motions on a variety of criminal cases.
- Observed and assisted county prosecutors in courtroom proceedings.

Hawkins Parnell Thackston & Young LLP, Atlanta, GA

Legal Intern, May 2013-August 2013

- Conducted legal research and prepared memoranda regarding a variety of civil cases.
- Drafted a variety of legal documents, including: discovery requests and responses, complaints, various motions, and correspondence to clients and opposing counsel.
- Assisted with a large-scale document review and production to opposing counsel.
- Assisted with trial, hearing, and deposition preparation, including: organizing and preparing exhibits, fact-finding, and document review.

Hawkins Parnell Thackston & Young LLP, Atlanta, GA

File Clerk, July 2008 – June 2011

- Assisted attorneys with deposition, hearing, and trial preparation for various business litigation matters.
- Responsible for organization and control of various legal documents for multiple litigation matters.
- Created and maintained a large document database for a team of eleven Partners and Associates.
- Assisted with large-scale audits of Associate, Partner and Paralegal billable hours.
- Performed various administrative tasks, including: proofreading pleadings, letters, and written correspondence; organizing important legal documents; assisting with large-scale printing and scanning projects.

SKILLS

Proficient at Microsoft Office Suite, Lexis Nexis, and Westlaw