

Kendra N. Livingston, Esq.

(405) 314-2603 | 593 Shadow Valley Ct., Lithonia, GA 30058 | kliving80@gmail.com

EDUCATION

Atlanta's John Marshall Law School, Atlanta, GA
Juris Doctor, May 2018 | *Magna Cum Laude*
Class of 2018: Outstanding Graduate Award
CALI Awards: Legal Research & Writing I & II, Contracts I

University of Kentucky, Lexington, KY
B.A. Journalism, May 2002 | *Cum Laude*

Admissions:

State Bar of Georgia; Supreme Court of Georgia; U.S. District Court, Northern District of Georgia

PROFESSIONAL PROFILE

Legal professional with 8+ years combined law firm and government agency experience (assistant federal public defender). Ability to prioritize and manage multiple projects with competing deadlines, professionally communicate with stakeholders, business partners and clients, recommend/implement successful processes, analyze large/complex sets of data, and work efficiently to maximize time. Highly organized and detail-oriented with excellent written and verbal communication skills. Self-motivated individual who values and tackles challenges with a positive attitude.

EXPERIENCE

Thomas, Combs & Spann, Charleston, WV | 3/22 – 12/23
Project/Contract Attorney (Litigation Support)

Provide legal research and writing expertise in defense of Fortune 500 company engaged in multidistrict litigation against product liability claims involving 180,000+ plaintiffs nationwide. Maintain knowledge of relevant case law, statutes, and regulations in the area of products liability. Draft MSJs and Daubert motions. Conduct legal research and recommend most favorable choice-of-law and venue for all jurisdictions. Recruit expert witnesses and responsible for case workup, including reviewing and summarizing discovery.

Office of the Federal Public Defender, Phoenix, AZ | 3/20 – 9/21
Assistant Federal Public Defender

Represented indigent persons in federal habeas corpus proceedings. Managed all stages of capital habeas litigation. Responsible for reviewing and summarizing the record evidence, drafting motions and habeas corpus briefs, supervising legal support staff, conducting case investigations, and hiring experts/generating expert reports.

Law Office of W. Calvin Smith, II, P.C., Atlanta, GA | 9/19 - 02/20
Associate Attorney (Independent Contractor)

Managed heavy caseload and represented clients alleging personal injury and workers' compensation claims. Conducted intake/client calls and in-depth interviews and case investigations. Reviewed client medical records, retained medical experts, managed the exchange of discovery, drafted/prepared and filed legal pleadings, negotiated settlement agreements, assisted in depositions, and mediated cases.

Peters, Rubin, Sheffield & Hodges, P.A. (Criminal Trial & Appellate Lawyers), Decatur, GA | 9/15 – 5/17
Legal Secretary

Managed legal operations for law firm which enabled attorneys to serve their clients more effectively. Handled all client intake calls and processes, communicated with clients/opposing counsel/law enforcement/judges/state agencies, recruited and retained defense experts, interviewed witnesses, scheduled and attended client meetings, prepared trial and expert materials, conducted legal research, managed the discovery process, analyzed discovery, assisted in trial preparation from *voir dire* to verdict and managed all firm administrative tasks.

Atlanta's John Marshall Law School, Atlanta, GA | 5/15 – 5/16

Research & Teaching Assistant to Associate Dean & Professor Jeffery A. Van Detta

Conducted teaching sessions for 1L Contracts I & II students. Served as mentor and tutor to incoming 1L students and conducted research on various complex contract law issues.

Randstad (Corporate Office), Atlanta, GA | 7/15 – 8/15

Summer Intern

Assisted in settlement negotiations of discrimination, wrongful termination, and harassment claims. Participated in company trainings instructing employees on EEOC guidelines, redlined contracts, conducted legal research and drafted various legal documents.

Global Payments (Corporate Office), Atlanta, GA | 6/15 – 7/15

Summer Intern

Negotiated settlements under supervising attorney, drafted settlement documents and NDAs. Assisted with M&A matters and due diligence processes. Conducted research and prepared memoranda on various civil litigation matters. Assisted in resolving employment and labor legal disputes and attended depositions.

TECHNICAL PROFECIENCES

MS Office Suite (Teams, Word, Excel, PowerPoint, Outlook and OneDrive), Westlaw (legal database), LexisNexis (legal database), Relativity (e-discovery platform), Logikcull (e-discovery platform), DISCO (e-discovery platform), CaseMap (case/project management software), Moxo (case/project management software), 5pm (project management software), Basecamp (project management software), ProLaw (legal billing software), Actimize (risk solution software), Dropbox (file hosting software), Zoom (communication platform).

HONORS/AWARDS & CIVIC/INTERNSHIPS

ACC 2015 Lori Ann Haydu Scholarship (award), Dean John E. Ryan Scholarship (award), Gideon's Promise 2017 Summer Law Clerkship (award), Peer Mentor (volunteer), AJMLS Home for Good Re-entry Program (volunteer), Georgia Innocence Project (volunteer), SBA (member), Criminal Law Society (member), GABWA (member), Gate City Bar Association (member), Randstad (summer intern), Global Payments (summer intern).