

SAMIRAH A. HOOKS

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312-863-1913

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Real Estate ~ Bankruptcy ~ Estate Planning ~ Cybersecurity ~ Consumer Protection

- *Senior attorney with 15+ years of experience in creditor/debtor rights and civil litigation. Depth of experience in high value estate planning for clients, including wills, power of attorney, and real estate residential and commercial transactions. Exceptional communication skills combined with demonstrated problem-solving ability. Extensive legal research, legal writing and drafting pleadings. Independent study for cybersecurity, data protection and privacy certification.*

PROFESSIONAL HIGHLIGHTS

OFFICE OF THE STANDING CHAPTER 13 TRUSTEE

- Developed and successfully implemented a federally funded Personal Financial Management Course for bankruptcy debtors. Initiated and managed a team resulting in efficient productivity.

CHICAGO ASSOCIATION OF REALTORS

- Government Affairs Liaison - Conducted extensive research on the topic of predatory lending practices and presented solutions later implemented through our political action committee for the benefit of our clientele.

OKLAHOMA SUPREME COURT INTERN

- Conducted legal research on various subject matters presented in the Supreme Court

WORK EXPERIENCE

STEARNS-MONTGOMERY & PROCTOR ASSOCIATE ~ MARIETTA, GA

Associate Attorney, October 2022 – June 2023

- Multi-faceted areas of family law cases navigating complex and high-asset cases
- Analyze client needs, identify solutions and determine case strategies
- Working in a fast environment while delivering legal expertise and high levels of client service
- Skilled problem solver, adept at handling financial aspects, business valuations and professional practices
- Working diligently to secure the most favorable outcomes while acting in the best interests of clients
- Argue motions in court, conduct trials and direct mediation and negotiations

LAW OFFICE OF ROBERT S. GITMEID ASSOCIATE ~ CHICAGO, IL

Associate Attorney, November 2019 – February 2022

- Skilled at closely managing over 400 open cases, preparing appearances, motions and conducting discovery.
- Maintaining frequent communication with clients for initial introductions, monthly attorney check-in calls and regular updates on efforts to settle consumer debt creditor attorneys and frequent calls for legal case status.
- Working closely with staff paralegals and negotiation team to represent all clients and avoid default judgments
- Frequent communication with creditor attorneys for debt settlement and case management

ROOSEVELT UNIVERSITY SCHOOL OF BUSINESS ADMINISTRATION ~ CHICAGO, IL

Fundamentals of the Law, Adjunct Professor 2019 - 2020

- Taught graduate students about examination of the substantive law making up the legal environment of a business firm, including the U.S. Constitution and its effects on business, white collar and cyber-crime,
- Directed students in preparation of power point presentations and research papers on the topics of ethics in business decision-making, cyber torts, intellectual property, and e-contracts.

LAW OFFICE OF SAMIRAH A. HOOKS ~ CHICAGO, IL

Founding Principal, Estate Planning & Real Estate October 2015 – 2019

- Relativity software used for document review in preparation for litigation.
- Develop enhanced litigation strategies, conducting discovery and document review for relevance and privilege.
- Worked with various firms to assist with case management, court coverage and various legal projects.
- Interpret areas of real estate law, domestic relations, probate, wills, and estate planning for clients.
- Commercial real estate purchase and lease agreement representation.

SMITH WEEDEN & ASSOCIATES ~ CHICAGO, IL

Associate Attorney, October 2015 – October 2019

- Represent landlords and tenants in commercial and residential evictions.
- Argued motions in court on behalf of clients domestic relations, probate, and bankruptcy in legal proceedings.
- Coordinate legal research, fact investigation for case litigation and creative problem solving.
- Draft correspondence, memos, motions, briefs and statutory legal documents for improved remittance processing.
- Astute listener while conducting intake, mediations, client consultations and negotiations.

OFFICE OF THE STANDING CHAPTER 13 TRUSTEE ~ CHICAGO, IL

Staff Attorney, Director of Personal Financial Management September 2005-September 2015

- Represented the standing Chapter 13 Trustee before the U.S. Bankruptcy Court for the Northern District of Illinois.
- Determined the feasibility of Chapter 13 plans and made recommendations for confirmation to the Court, based on evaluation of documents, testimony of creditor's meeting, and status of payments.
- Skilled at managing over 4,000 open cases, prepared motions, orders, response and replies to pleadings.
- Initiated the Personal Financial Management Course Program as the coordinator and instructor.
- Participated as hearing officer for meeting of creditors; responsible for reviewing schedules, filed petitions, tax return, pay advice, and Proofs of Claim filed by creditor's counsel for legal accuracy.
- Comprehensive understanding of the United States Bankruptcy Code and the Federal Rules of Civil Procedure

EDUCATION & LICENSURE

Loyola University, Chicago, IL: ***Professional Studies***

Oklahoma City University Law School, Oklahoma City, OK: ***Juris Doctor (J.D.)***

University of Illinois, Champaign Urbana, IL: ***Bachelor of Arts (B.A.)***

Licenses: ***Licensed Attorney*** ~ State of Illinois, State of Oklahoma and State of Georgia

IAPP Certification Candidate: CIPP/US, CIPPP/E and CIPM

ORGANIZATIONS

Member: Illinois Bar Association; Chicago Bar Association; Delta Sigma Theta Sorority, Inc.; Volunteer

YMCA: Homebuyer Workshops – Guest Speaker on topics of Attorney Responsibilities to Real Estate Buyer/Seller

COMPUTER SKILLS

Windows Operating System, Microsoft Office Suite, G Suite, Presentation Software PowerPoint, Keynote, Excel, Google Spreadsheet, Salesforce and Relativity Document Review Software