

PERFECT

Flexible

Maria Leontini “Tini” Bournakis

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EXPERIENCE

Baker, Donelson, Bearman, Caldwell & Berkowitz, P.C. – Atlanta, Georgia January 2023- present
Contract Attorney (fully remote)

- Draft motions and pleadings assigned to meet deadlines for filing.
- Discovery review and edits assigned to meet deadlines for filing.

Bournakis and Mitchell, P.C. – Rome, Georgia March 2013- December 2023
Partner

- Sole attorney in office of multi-location firm; management of daily tasks and all client assessments
- Draft all motions, amendments, and hearing notices for each client
- Draft bankruptcy petition, plan and accompanying documents and electronically file with the Bankruptcy Court
- Receive, review, draft and file Answers to all trustee objections and motions, creditor objections and claims
- Draft and appear as counsel for all court hearings in bankruptcy matters, including, but not limited to 341 (a) Meeting of Creditors, Confirmation, Motions for Relief, Trustee’s Motion to Dismiss, Plan Modifications, Adversary Proceedings
- Answer all calls and/or emails from current and potential clients in resolving their case matters, concerns, and creditor telephone calls
- Maintain a courteous and professional relationship with Trustees, courts, clients, and creditor attorneys
- Strong understanding of the Fair Debt Collection Practices Act, debt collection defense and resolution for all parties involved
- Argue cases in Federal Bankruptcy Court for chapter 7 and 13 matters
- Argue Adversary Proceedings in Federal Court
- Conflict resolution with contract disputes within lending institutions
- I-130 Petitions for Alien Relative; I-131 Application for Travel Document, gathering documents, application language translation/assistance, prompt filing with USCIS, document drafting, advising on case-by-case Determination of Status
- Debt negotiation with opposing counsel; contract drafting; business model representation and contract conflict negotiation and resolution
- Personal injury interrogatory preparation; drafting interrogatory responses; drafting and filing of Complaint
- Gather evidence, medical records and discovery pertaining to personal injury clients
- Settlement negotiation within personal injury matters
- Draft Last Will and Testament, Power of Attorney and Healthcare Directive

Fuller & McKay, P.C. - Rome, Georgia January 2011- March 2013
Managing Attorney

- Day-to-day review of firm finances, hiring of staff, associates, client file review
- Management of high-volume client files
- Served as direct report for all associates on case matters from intake to discharge
- Review associate attorney cases, pleadings, and motions prior to filing
- Offer legal support to staff and paralegals in bankruptcy matters
- Daily management of four office locations and staff

Fuller & McKay, P.C. - Rome, Georgia August 2008-March 2013
Associate Attorney

- Handle intake of clients, full assessment of client financial situation
- Draft Answers to Objections to Confirmation from the trustee and creditor counsel
- Handle court hearings in bankruptcy matters, including, 341 (a) Meeting of Creditors, Confirmation, Motions for Relief, Trustee’s Motion to Dismiss, Plan Modifications, Adversary Proceedings
- Draft Adversary Proceedings, Response to Objections
- Argue Adversary Proceedings in Federal Court
- Bankruptcy litigation preparation
- Argue cases in Federal Bankruptcy Court

EDUCATION

The University of Texas School of Law – Austin, Texas
Juris Doctor

August 2007

The University of Texas at Austin- Austin, Texas
Bachelor of Arts in Government and Spanish

May 2004

SKILLS AND LANGUAGES

- Proficient in English, Spanish and Greek (verbal and written native speaker)
- Georgia Notary Public
- Strong interpersonal skills; conflict resolution; effective work ethic; excellent verbal and written communication
- Microsoft Office, Lexis Nexis, Best Case, ECF, Pacer

VOLUNTEER

- Rome-Floyd County Community Kitchen
- Advisory Council board member at St. Mary's Catholic School