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Nakeyah Martin

**Assistant District Attorney**

# Work Experience

## Assistant District Attorney III

## Fulton County District Attorney’s Office – Atlanta, GA

## January 2020 to April 2022

## Conducts and assists in the jury trials, preliminary and pretrial hearings, and related courtroom proceedings prepares and argue motions; makes opening and closing statements; presents evidence in court; and questions witnesses. Investigates, evaluates, and prepares cases for trial requests and inspects records and evidence; prepares graphics and exhibits; prepares and serves discovery; makes investigative requests; identifies and interviews witnesses; obtains and reviews scientific results and analysis; subpoenas witnesses and prepares them for trial; determines need for, procures, and interviews expert witnesses; anticipates legal issues; develops case strategies; presents cases to superiors or District Attorney..

## Associate

## Turnbull Law Group – Remote Chicago, Il

## May 2019 to October 2021

## Obtained informed consent for new clients entering our consumer debt program. Analyzed ligation documents and assigned files to appropriate attorney. Provided legal counsel to clients and updated client files in accordance with pre-determined program specifications.

## Attorney

## Legility

## August 2018 to November 2021

## Analyzed complex litigation documents to determine issues regarding Anti-competitive laws in response to Department of Justice request for discovery. Reviewed a variety of complex litigation documents in response to ongoing opioid addiction, as well as reviewed issues of privacy law compliance

## Project Attorney

## Troutman Sanders – Atlanta, GA

## July 2019 to February 2020

## Analyzed complex litigation documents regarding violation of antitrust laws and ongoing banking litigation regarding undue prejudice.

## Project Attorney

King & Spalding - Atlanta, GA May 2018 to September 2018

Analyze documents to determine responsiveness, significance level, and privilege, and code the documents, accordingly, meticulously scan and verify plaintiff information; perform quality control on other reviewer’s work regarding Department of Justice discovery request concerning failure to warn litigation as well DOJ request regarding mergers and acquisition.

**Project Attorney** United Lex - Atlanta, GA February 2018 to May 2018

Determine dwhich issues apply to each document and code the documents, accordingly, meticulously scan and verify plaintiff information using the relativity 9 platform development life cycle.

## Law Clerk

The Molden Firm - Atlanta, GA September 2016 to November 2016

Prepared pleadings and correspondence binders performed legal research and assisted in the discovery request. Managed and organized litigation documents in preparation for trial.

## Legal Intern

Grady Health System - Atlanta, GA September 2016 to November 2016

Researched HIPAA, Anti-kickback, and Stark laws and drafted legal memoranda on when the health system had a duty to place a litigation hold to avoid spoliation liability. Wrote a legal memo on proper protocol when holding a mentally ill patient in the emergency room before an admission decision is made and prepared legal memoranda regarding personal injury, patient discharge, admittance times and commitment health hearings.

## Legal Intern

HUD - Atlanta, GA

September 2016 to November 2016

Performed legal research and analyzed investigative reports for Cause or No Probable Cause of claims falling under the FHA and submitted the determination to Sr. personnel.

## Public Interest Fellow

Georgia Advocacy Office - Atlanta, GA

June 2016 to August 2016

Prepared motions for state and federal court including interrogatories, requests to produce documents and motions to dismiss. Researched and drafted legal memoranda for probate in favor of removing a legal guardianship; drafted demand letters; and a portion of amicus briefs. Assisted in trial preparation and in ADA voting rights and registration campaign. Provided consultation to advocacy staff on demand.

## Legal Intern

Clayton County Public Defender's Office- Felony Division - Jonesboro, GA March 2016 to May 2016

Represented defendants and managed client interviews and expectations. Facilitated conflict resolution, accessed public records and negotiated bonds and plea-deals with ADA's on behalf of indigent clients charged with a felony.

## Legal Intern

New York City Health & Hospital Corporation - New York, NY June 2015 to August 2015

Performed legal research and drafted legal documents on employee privacy when reporting violations to management. Reviewed and analyzed corporate compliance model, pulled relevant code concerning system instances of fraud, waste, and abuse and became familiarized with Anti Kick-back and Stark laws.

## Executive Administrative Assistant-Physician Relations

Well Star Health Systems - Marietta, GA January 2014 to August 2014

Prepared recruiting materials for executive candidates, arranged travel and scheduled interviews with President and Vice-Presidents of Well Star Health Systems. Coordinated calendar systems, special events, and meetings. Processed payroll for 10 employees, analyzed expenses and conducted fiscal budget planning for physician relations team. Tracked and recorded field trends, drafted memoranda, kept executive team members informed, managed marketing events and acted as liaison to the human resources executive team.

## Sr. Executive Assistant

NYU School of Medicine - New York, NY July 2011 to May 2013

Managed cross-departmental functions for 75 Psychiatrists across 9 satellite clinics including, scheduling, payroll processing and departmental compliance with M.D. credentialing, HIPPA and Joint Commission surveys, and Medicare/Medicaid quarterly survey and reports. Coordinated calendar systems, maintained communication and proper rapport with onsite and offsite affiliates and clients. Managed Onboarding activities, Locum Tenens contracts, employee records and emergency committee structure for sentinel events and for cabinet members. Coordinated with community relations annually to garner contribution for the Systems annual gala. Drafted faculty recommendations and submitted for board review and conducted preliminary interviews with Psychiatrist.

## Administrative Associate Level III, Pre Procedure & Recovery

Woodhull Medical Center - Brooklyn, NY August 2008 to July 2011

Managed Inpatient census and environmental concerns on the surgical unit. Managed supplies, outpatient scheduling and Operating Room calendar using a 12 point identification method. Identified as an outstanding employee and as a result, received Six Sigma training, and obtained Greenbelt

and Bronze level certification and became a certified Team Leader. Participated in HHC reorganization efforts using the lean methodology and process improvement theories and tools. Achieved a reduced clinic wait time 15% below national average and streamlined front desk operations for Pre Procedure Unit. Created, implemented and streamlined the proper procedure for pre-procedural clerical staff and received Health & Hospitals Corporation Award for the effective team leader.

# Education

## Master of Science in Information Technology in Information Security and Assurance

Purdue University Global - Davenport, IA December 2023

## Juris Doctor in Health Law Society

Mercer University - Macon, GA January 2017

Kaplan University - Davenport, IA June 2011

# Skills

Client Relations, Excel, legal research, Six Sigma, SIX-SIGMA, Microsoft Office, Relativity, Project Management, Process Development, Legal Terminology, Healthcare, Negotiation, Litigation, Discovery