

## Professional Experience

### Senior Law Clerk

Law Offices of Isaac L. Brooks, West Des Moines, IA | June 2019 - Present

- ◆ Assist attorneys with transactional and litigation practice
- ◆ Research and draft legal memoranda in the areas of real estate, contracts and other civil litigation
- ◆ Draft answers, complaints, motions, responses, and settlement agreements
- ◆ Assist attorneys at real estate closings
- File pleadings at state and federal courts

## Education

### Doctor of Jurisprudence/Master of Business Administration

Drake University, Des Moines, IA | September 2016 - May 2019

- Legal Writing Teaching Assistant, Drake University, Des Moines, IA (August 2017- May 2019)
  - o Developed and researched assignments
    - Prepared sample memoranda
    - Graded student assignments for grammar, cite-form, and substance (62 students)
- Helped coordinate C. Edwin Moore Moot Court Competition (2017 & 2018)
- Judicial Extern, The Honorable Mary Ann Brown, District 8B Chief Judge, Des Moines, IA (Summer 2018)
  - Assisted in researching and drafting judicial opinions for cases involving HIPAA and ERISA

Bachelor of Arts in Business Management

Drake University, Des Moines, IA | August 2012 - May 2016

- Dean's List, three semesters
- Edwin Moore Moot Court Competition, participant and coordinator

## Credentials

- Admitted to Iowa State Bar Association, June 2019

# Marc H. Forsythe

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Enthusiastic, highly motivated attorney with over a year of experience and solid academic record in law and business. Able to apply extensive research skills to independent assignments or collaborations with legal research and litigation teams. Adept at building strong professional relationships with colleagues and clients.

## Key Skills

- Strong oral and written communication skills
- High familiarity with legal terminology across a wide variety of civil legal contexts
- ◆ Thorough legal research skills
- Solid grasp of business and federal laws and legal procedures