

**SUSAN HENDERSON-UTIS**  
43 Abel Place, Media PA 19063  
202-558-8339 (cell); SS\_Henderson@yahoo.com

---

**OBJECTIVE**

---

Public service attorney eager to fulfill my dream of becoming a teacher. Slated to graduate August 2017 with a Master of Arts in Education Plus Teacher Certification from Villanova University. Passed the PRAXIS II in English Language Arts: Content Knowledge (191/200), and the PRAXIS II in Social Studies: Content Knowledge (top 15%). Experienced in training, working with diverse populations, and conflict resolution.

---

**EDUCATION**

---

- |  |  |  |
|--|--|--|
| • Villanova University<br>Master of Arts in<br>Education Candidate<br>(August 2017)<br>4.0 GPA | • Howard University<br>School of Law<br>Juris Doctorate, <i>Cum<br/>Laude</i> (2009) | • American University<br>BA in Political Science and<br>International Studies, and<br>a minor in French, with<br>Honors (2002) |
|--|--|--|

---

**EXPERIENCE**

---

**PLYMOUTH WHITEMARSH HIGH SCHOOL**

***Student Teacher***

**February 2017-May 2017**

- Taught United States Government to 24 academic-level twelfth grade students.
- Taught Economics to 21 academic-level students and to 25 honors students, in grades 10-12.
- Developed and implemented lesson plans, interacted with students, and met with families.

**CENTER FOR RESOLUTIONS (“CFR”)**

***Trainer and Mediator***

**November 2012-May 2017**

- Mediated community, work, and family disputes (court-ordered cases and private parties).
- Co-taught CFR’s 24-hour Basic Mediation Program.
- Co-taught CFR’s 8-hour Conflict Resolution Program.

**COURT OF COMMON PLEAS OF DELAWARE COUNTY**

***Court Appointed Advocate***

**April 2013-July 2016**

- In Dependency Court, represented parents in abuse, neglect, and other dependency actions (either as Guardian Ad Litem for incapacitated parents or as parents’ attorney).
- In Criminal Court, represented indigent defendants accused of misdemeanors.
- Former Court Appointed Special Advocate (“CASA”) for abused and neglected children.

**CHESTER HOUSING AUTHORITY (“CHA”)**

***Attorney Assistant for the Special Master of Arbitrations***

**August 2011-March 2015**

- Assisted Special Master Seymour Kurland with every facet of the Chester Housing Authority’s monthly arbitration hearings.
- Prepared the hearing list, hearing notices, case summaries, and hearing dispositions.
- Communicated with counsel and other pertinent personnel as needed.
- Advised the Special Master throughout the hearings and ensured his questions were answered and the proffered exhibits reflected what counsel claimed.
- Served as the designated hearing officer in the Special Master’s absence or incapacity.

***Special Projects Attorney*****September 2012-July 2014**

- Supported the General Counsel by working on special projects in the Human Resources, Risk Management, Development, and Legal Departments.
- Revised CHA's standard operating procedures.
- Spearheaded CHA's return to Pennsylvania's civil service.
- Ensured compliance with federal, state, and local laws and regulations.
- Presided over employee, public housing, and Section 8 grievance hearings and mediations.
- Advocated before Chester's Mayor and Council.
- Assisted with grant research, writing, and the general application process.

**UNITED STATES DISTRICT COURT, E.D. OF PENNSYLVANIA*****Judicial Clerk to the Honorable Norma L. Shapiro*****August 2011-August 2012**

- Supported all aspects of federal trial practice.
- Conducted legal research, drafted memoranda and opinions, reviewed federal regulations, and assisted with settlement conferences and trials.

**DISTRICT OF COLUMBIA COURT OF APPEALS*****Judicial Clerk to the Honorable Inez Smith Reid*****September 2009-August 2010**

- Assisted in all aspects of appellate practice.
- Prepared pre-argument memoranda, attended oral arguments, researched federal and District of Columbia regulations, reviewed trial records, and drafted opinions.

**HOWARD UNIVERSITY SCHOOL OF LAW, CRIMINAL JUSTICE CLINIC*****Student Attorney*****August 2008-May 2009**

- Represented clients before the D.C. Superior Court and the U.S. Parole Commission.
- Drafted and filed pleadings, and conducted legal research.
- Interviewed clients and witnesses, and interacted with the U.S. Attorney's Office and the police department.

**POPULATION SERVICES INTERNATIONAL ("PSI")*****Recruiter*****September 2004-August 2006**

- Recruited for an international health non-profit with \$250 million budget and offices in more than 60 countries.
- Created, distributed, and analyzed the New Hire Survey and other personnel reports.
- Conducted Human Resource-related trainings and represented PSI at conferences.
- Helped supervise one Recruitment Assistant.

**SKILLS AND ACTIVITIES**

---

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Member of Kappa Delta Pi, the International Honor Society for educators</li><li>• Licensed to practice law in Pennsylvania and New Jersey</li><li>• Commissioner, Delaware County Women's Commission</li><li>• Red Cross Certified in Adult and Infant CPR, AED and First Aid</li></ul> | <ul style="list-style-type: none"><li>• Passed PRAXIS II in Social Studies: Content Knowledge (top 15%) and the PRAXIS II in English Language Arts: Content Knowledge</li><li>• Studying Russian and knowledge of basic French and Polish</li><li>• Pennsylvania Notary</li><li>• Former Court Appointed Special Advocate ("CASA") for abused and neglected children</li></ul> |
|---|--|
-