

Michelle E. Rittner

Education

Boston University School of Law

Juris Doctor, GPA 3.59

Graduated Cum Laude

Boston, Massachusetts

Graduated May 2011

Brown University

Bachelor of Arts in Political Science with Honors, GPA 3.84

Awards: Departmental prize for the best senior thesis in American politics

Providence, Rhode Island

Graduated May 2007

Bar Admissions

New Jersey (November 2011), New York (March 2012)

Legal Experience

New York City Human Resources Administration

Child Support Litigation and Program Counseling Unit

Agency Attorney Interne

New York, New York

September 2011 – Present

- Represented the agency in court proceedings to establish child support orders for non-custodial parents and to enforce those orders via violation petitions
- Prepared written and oral responses to respondents' motions, objections, and modification petitions
- Diligently prepared case files before court proceedings and conducted necessary follow-up work

Boston Medical Center HealthNet Plan

Intern, Office of General Counsel

Boston, Massachusetts

September 2010 – December 2010

- Researched utilization review licensure laws in several states to ensure corporate compliance
- Investigated the legal consequences of expanding into the Massachusetts small business insurance market
- Responded to internal client inquiries regarding labor union laws and HIPAA regulations

Jouret & Samito LLP

Law Clerk

Boston, Massachusetts

January 2010 – August 2010

- Drafted an appellate brief on issues of trust law and the applicable statutes of limitations
- Researched issues related to liquor liability, insurance law, and municipal animal control ordinances
- Assisted attorneys with consumer bankruptcy filings and subsequent adversary proceedings

Sheff Law Offices, P.C.

Intern

Boston, Massachusetts

September 2009 – January 2010

- Researched and drafted memoranda regarding traumatic brain injury cases and employment law issues
- Aided attorneys in responding to requests for production of documents

Rhode Island Superior Court

Intern

Providence, Rhode Island

June 2009 – August 2009

- Drafted dozens of memoranda regarding motions for summary judgment and motions to dismiss
- Prepared traffic court opinions for appeals cases on speeding and refusals to take Breathalyzer tests
- Assisted law clerks with research regarding town zoning ordinances and administrative law issues

Proskauer Rose LLP

Pro Bono Coordinator

New York, New York

October 2007 – June 2008

- Coordinated with nonprofit organizations nationwide to staff legal projects with Proskauer attorneys
- Organized training sessions for attorneys on veterans' issues, domestic violence, and immigration topics

Corporate Paralegal

July 2007 – October 2007

- Aided transaction attorneys with UCC and SEC filings, and entity formation
- Assisted attorneys with pre-transaction due diligence functions and post-transaction closing tasks