# EDUCATION

## University of Minnesota Law School, J.D., cum laude, 1992.

University of Wisconsin – Madison, B.A. with Distinction in Journalism, 1986. Phi Beta Kappa.

# PROFESSIONAL EXPERIENCE

Dorsey & Whitney LLP – Minneapolis, MN: Employee Relations Manager.

August, 2003 to May, 2007.  Assisted managers in all areas of employee performance management, including assessing issues and managing risk, drafting and reviewing disciplinary documentation and evaluations, conducting terminations, preparing and conducting manager training about employee relations issues and employment laws.  Drafted employment policies and separation agreements.  Mediated disputes and coached individuals regarding effective management and behavior management.  Investigated internal and external discrimination and harassment allegations and drafted responses.

The Mel Group – Minneapolis, MN: Senior Human Resources Consultant.

February, 2001 – July, 2003.  Performed all duties listed above for external clients.  Additionally, designed and implemented human resources systems and procedures for start-up companies.

Dorsey & Whitney LLP – Minneapolis, MN: Employee Relations Manager.

September 1998 – February, 2001.  Performed all duties as listed above in current position.

Dorsey & Whitney LLP – Minneapolis, MN: Associate Attorney.

October 1992 – September, 1998.  Advised clients in employment and labor issues pursuant to federal and state discrimination and employment laws.  Drafted employment policies and separation agreements.  Investigated and responded to discrimination and harassment allegations.  Conducted client training on employment issues, including the Federal and Medical Leave Act and the Americans with Disabilities Act.  Drafted petitions to obtain employment-based work authorization permits pursuant to federal immigration laws.