

## CONSULTANT Professional Summary

Astute and innovative attorney with strong ability to develop and implement effective litigation case strategies and write persuasive motions. Proven ability to resolve complex cases in clients' favor.Â Meticulous, conscientious, tenacious, organized, analytical, and able to thrive in dynamic environments.Â Â

### Skills

Court Procedures	Due Dilligence
Legal Document Preparation	Deposition
Strong Researcher	Motion PracticeÂ
Strong Negotiator	Regulatory Compliance
Organization	Risk Management
Communication	Strong Writer
Leadership	Civil Litigation
Team Player	Quality Assurance
Litigation Management	Professional and Personable

Detailed-Oriented Â Â Â Â Â Â Analytical

### Work History

Consultant 06/2014 to Current

Company Name â€“ City , State

Serve as consultant attorney to major Virgin Islands' law firm that represents individuals, classes, and organizations in plaintiff-side civil litigation, involving areas of contracts, commercial transactions, trusts, bankruptcy, personal injury, and discrimination on the basis of race, national origin, sex, disability, and age.â€ˆÂ

Conduct legal research in complex litigation matters.

Draft pleadings, oppositions to motion to dismiss, summary judgment, daubert motions, and appellate briefs.

Conduct discovery.

Interpret laws, rulings and regulations for individuals and businesses.

Special Assistant Corporation Counsel 03/2011 to 05/2014

Company Name â€“ City , State

Served as Special Assistant Corporation Counsel in the Special Federal Litigation Division, a specialized division created to defend the City and its officials in civil rights cases brought exclusively in federal courts pursuant to the United States Constitution and 42 U.S.C. Section 1983, in which misconduct was claimed against theÂ police, District Attorney, correction officer, and the Mayor of the City of New York.

Made frequent appearances in federal courts and managed heavy caseload.

Evaluated cases and negotiated settlements.

Represented clients at settlement conferences and mediations.

Drafted pleadings, memoranda, settlement agreements, motions, interrogatories and requests for production of documents, initial disclosures, joint pre-trial orders, and letters.

Developed and executed investigative strategies.

Conducted discovery, including taking and defending depositions, and prepared cases for trial.

Investigated alleged criminal and constitutional law violations.

Conducted legal research and analysis.

Interviewed clients and witnesses.

Made presentations to division attorneys and supervisors regarding case developments and strategies.

Developed strategies and arguments in preparation for presentation of cases.

Interpreted laws, rulings and regulations for clients.

Attorney 01/2010 to 01/2011

Company Name " City , State

Served as principal attorney in practice primarily focused " on family and immigration laws.

Counseled clients on a variety of matters including compliance with various regulations and codes.

Conducted factual and legal investigations.

Drafted pleadings and motions.

Filed and argued motions.

Designed discovery plans and conducted discovery.

Developed and successfully implemented case strategies.

Negotiated and drafted settlement and commercial lease agreements.

Represented client at hearings.

Consultant Attorney 12/2005 to 12/2009

Company Name " City , State

Served as Consultant Attorney by Assisting several law firms during " civil litigation, white collar criminal litigation, and SEC and DOJ investigations regarding matters involving allegations of fraud, anti-money laundering violations, and antitrust violations.

Analyzed financial documentation and communications such risk alerts and Suspicious Activity Reports (SAR) to identify regulatory risks and whether company exceeded its risk appetite in violation of company's own procedures. "

Reviewed transactions and communications for fraud, " illegal wire transfers, suspicious activities, breach of contract, breach of" fiduciary duties, and regulatory violations. "

Performed second level and quality control review to ensure documentation was correctly annotated and categorized prior to production to government regulators, and adverse parties. "

Reviewed and analyzed documents to determine if method of calculating out-of-network benefits violated ERISA, RICO, the Sherman Act and state law. " " " "

Conducted due diligence to ensure merger/acquisition did not violate U.S. antitrust law.

Conducted legal research, developed case theories, and drafted memoranda.

Assisted in deposition and trial preparation by drafting privilege logs.

**Firms:** Jenner & Block; Arkin, Kaplan & Rice; Debevoise & Plimpton.

Education

J.D. : Law May 2005 Fordham University School of Law - City , State

GPA: Fordham Journal of Corporate and Financial Law, Staff Member \*Dean's recognition for successfully representing client in immigration case

\*Archibald R. Murray Public Service Award Fordham Journal of Corporate and Financial Law, Staff Member \*Dean's recognition for

successfully representing client in immigration case \*Archibald R. Murray Public Service Award

Fordham Immigration Rights Clinic - City , State

The Honorable Cornelius Blackshear - City , State

Bachelor of Arts : Criminal Justice May 2000 John Jay College of Criminal Justice - City , State

GPA: Magna Cum Laude Dean's List Recipient Bar Admissions Criminal Justice Magna Cum Laude Dean's List Recipient Bar Admissions