

## IN-HOUSE COUNSEL

Privacy Litigation | Regulation | Compliance | Corporate Affairs

**ENABLE BUSINESS VISION** by providing comprehensive, expert legal guidance, counsel, and support to leadership teams, lines of business, and corporate functions. Advise business partners across wide range of business sectors on legal and regulatory requirements, risk exposure, and appropriate resourcing. Foster collaborative, inclusive environments where diverse professionals are equipped and empowered through training and development opportunities.

## CAREER HIGHLIGHTS & AREAS OF EXPERTISE

**Organizing Projects & Action Plans ► Facilitating Meetings ► Building Partnerships ► Writing Policies & Procedures**

- ⇒ Collaborated with team of 5 attorneys to create first indemnification procedures for ABC Legal division.
- ⇒ Built Discovery Response Team along with processes and procedures for XYZ's legal department.
- ⇒ Spearheaded initiatives to promote DEI including project to source black-owned outside counsel and vendors.



Transactional Law | Risk Management & Mitigation | Regulatory & Legal Compliance | Outside Counsel & Staff Training  
Legal Documentation Drafting & Review | Policy & Procedure Development | Governmental Investigations (GIRE)  
Litigation Support & Review | Cross-functional Collaboration | Team Building & Leadership | DEI

## PROFESSIONAL EXPERIENCE

**XYZ & CO. | New York, NY**

**Jun 2011 – Present**

**Vice President | Assistant General Counsel (Feb 2019 – Present)**

***Provide transactional and strategic legal counsel, while ensuring business compliance in heavily regulated environment.***

Counsel and support cross-functional practice groups and lines of business, such as regulatory, human resources, and home lending. Advise senior management team on internal risks. Lead team of 3 paralegals to manage cases from initial intake and assessment to data monitoring and litigation management. Draft, review, and revise legal documents, responses, and briefs.

- **Standardized indemnification process while reducing reliance on outside counsel** as subject matter expert. Created robust procedures for Board member / employee fee advancement and indemnification in consumer legal department.
- **Ensured optimal production levels** by educating outside counsel on potential and actual consumer matters, developing redaction policies and procedures, and working with eDiscovery team to address document-related issues.
- **Championed diversity within XYZ** and with outside counsel firms as member of Legal Diversity Committee. Facilitated annual resume clinic to educate and equip diverse law students.
- **Improved employee morale** as member of Internal Culture and Pro Bono Committees. Orchestrated team building activities, pro bono opportunities including KIND partnership, and senior management mentoring program.

**Vice President | Assistant General Counsel — Legal Discovery Management (Mar 2021 – May 2022)**

***Teamed with internal counsel to conduct key searches and document review for all consumer litigation matters.***

As primary point of contact for legal teams, coordinated and advised on discovery activities. Managed daily case operations and stakeholders throughout discovery life cycle, including internal attorneys, outside counsel, vendors, and internal IT team.

- **Developed and executed discovery plans** by working with in-house and outside counsel, internal case management teams, and external vendors on document review.
- **Optimized case reviews** by collaborating with legal teams to define standard protocols and strategies and consulting with case teams to integrate technology in review process.

- **Positioned cases to reach settlement** by coordinating, tracking, and managing reviews with legal counsel.

#### Vice President | Assistant General Counsel — Discovery Response Team (Jan 2014 – Feb 2019)

##### *Identified, managed, and mitigated risk related to discovery responses, sworn documents, and document execution.*

Oversaw document intake, review, preparation, execution, and quality control to ensure compliance with firm-wide directives and records verification. Led team of 5 attorneys to conduct legal review and quality control of discovery responses and sworn or signed documents. Responded to sworn document policy inquiries. Served on Pro Bono and Culture Committees.

- **Addressed and resolved affidavit crisis** by standardizing discovery responses and creating guide to ensure responses to interrogations, RFPs, and RFAs were consistent.
  - Leveraged subject matter expertise to develop and facilitate discovery response training for internal and outside counsel, ensuring all signed documents were 100% factual and correct prior to court filings.
- **Reduced outside counsel billings while managing reputational risk** and expediting document signing process by partnering with colleague to develop and implement policies and procedures governing sworn document execution.
  - Traveled nationwide to train 140+ internal and external attorneys on sworn document signing process.

#### In-House Counsel-Consultant — Collections Litigation Legal Review Team (Feb 2013 – Jan 2014)

##### *Elevated quality and productivity of outside counsel team by making hiring, retention, and termination recommendations.*

Demonstrated strong business acumen by providing legal counsel, support, and litigation strategy for several lines of business.

- **Ensured all outside counsel met qualification standards** by completing extensive due diligence and traveling nationwide to conduct onsite performance reviews. Terminated contracts for nonperformance.
  - Researched legal firms and relevant laws to identify regulatory compliance, risk mitigation, and firm's risk exposure.

#### In-House Counsel-Consultant — Home Lending Litigation (Jun 2011 – Feb 2013)

##### *Advised on transactional law, compliance, and strategies for nationwide business.*

Led team of outside counsel to manage potential and actual litigation matters to reach efficient and effective resolution.

- **Closed 75% of all mortgage foreclosure cases within 60 days**, resulting in cost savings and reputational risk management, by working with outside counsel and business leader to develop loan modification, cash, or key strategies.
- **Contributed to roll out of Early Dispute Resolution department** by independently managing new cases to resolve matters with opposing counsel early in process.

ABC, LLC | New York, NY

Nov 2008 – Jul 2010

#### Associate

##### *Represented 300+ condo / homeowner associations and cooperatives as legal interface with board and property managers.*

Determined association and cooperative compliance with federal regulations and assessed risk mitigation and management.

## EDUCATION

University College of Law | New York, NY — **Juris Doctorate (JD)**, 2007

College University | New York, NY — **Bachelor of Arts in Business Administration, cum laude**, 2004

## BAR ADMISSIONS & ASSOCIATIONS

Illinois State Bar | Northern District of Illinois Bar | New York State Bar | New Jersey State Limited In-House Counsel License  
Member: American Bar Association | Chicago Bar Association | New York City Bar Association



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