

Bar Information

Massachusetts State Bar (passed July 2003 exam, awaiting December 2003 admittance)

Education

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, MA

Juris Doctor, *cum laude*, May 2003

Class Rank: Top 18% *GPA*: 3.27/4.00

Honors and Activities:

Suffolk University Law Review, Note Editor (2002-2003); Staff Member (2001-2002)

Dean's List (2000-2003)

WESTFIELD STATE COLLEGE, Westfield, MA

Bachelor of Arts, *magna cum laude*, Political Science, May 2000

Bachelor of Science, *magna cum laude*, Criminal Justice, May 2000

Class Rank: Top 6 % *GPA*: 3.73/4.00

Dean's List: 1996-2000

Honors:

Honor Society of Phi Kappa Phi • National Political Science Honor Society, Phi Sigma Alpha • National Criminal Justice Honor Society, Alpha Phi Sigma • "Who's Who Among Students in American Universities and Colleges," (1999 & 2000) • Department of Political Science Academic Award • Department of Criminal Justice Academic Award • Drafted policy for the State (police department) Accreditation Program

Legal Experience

Donoghue Barrett & Singal, P.C., *Law Clerk*, Boston, MA (May 2002-present)

- Assist attorneys with white collar criminal defense and a wide variety of complex civil litigation cases, including contract, securities, tax, and employment disputes, as well as torts
- Research and draft various pleadings, motions, and memoranda of law
- Researched and drafted appellate brief regarding contract dispute and Chapter 93A cross appeal

Judge Advocate General's (JAG) Corps, US Army Res., Trial Defense Team, *Intern*, Boston, MA (March 2001-May 2003)

- Assisted military attorneys with criminal case preparation
- Conducted investigations and interviews; researched and drafted memoranda for pending cases
- Attended various seminars and training activities
- Awarded civilian commendation for exemplary service, October 2001

United States Attorney's Office, *Law Student Intern*, Boston, MA (August 2001-May 2002)

- Worked alongside Assistant U.S. Attorney in prosecuting federal drug and other major criminal cases
- Researched federal law and wrote memoranda for pending prosecutions
- Formulated prosecution strategies for given situations

City of Boston Law Department, *Legal Intern*, Boston, MA (Summer 2001)

- Assisted attorneys in all stages of various civil cases in state and federal courts
- Interviewed parties, prepared for and participated in settlement mediations and depositions
- Researched issues, and drafted memoranda, motions and novation agreements
- Drafted and responded to interrogatories, requests for production of documents and requests for admissions

Shelter Legal Services Foundation, Inc., Veteran's Legal Service Project, *Volunteer*, Boston, MA (Spring 2001)

- Interviewed clients (pro-bono service for indigent veterans)
- Analyzed client cases with other volunteers and attorneys
- Researched and drafted legal memoranda and client letters

Maryland Public Defender Service, *Intern*, Rockville, MD (Summer 1999)

- Assisted attorneys with all aspects of case preparation and provided strategic defense input
- Located, interviewed, and obtained legal statements from witnesses for the defense in criminal cases
- Subpoenaed witnesses, records, and documentation necessary to cases

GRADUATE NAME #2

234 South Avenue • City, State Zip
(555) 123-4567 • graduate@verizon.net

BAR INFORMATION:

Candidate for Massachusetts Bar, July 2003 (results pending)

EDUCATION

Suffolk University Law School, Boston, MA
Juris Doctor, May 2003

Wichita State University, Wichita, KS
Bachelor of Arts, Business Administration, May 1997
Minor in Entrepreneurship
Honors: The National Dean's List 1992-1993.

LEGAL EXPERIENCE

Suffolk University Law School, Boston, MA

Student Attorney (SJC Rule 3:03 Certified), Health and Employment Clinic, August 2002-May 2003

- Responsible for handling cases involving Social Security and Medicaid issues, including client correspondence, legal research, and oral advocacy.
- Obtained Social Security benefits at the reconsideration level on behalf of one client.
- Represented a client before the Hearing Officer for Medicaid benefits.
- Drafted and submitted affidavits to the Massachusetts Department of Medical Assistance.

Social Security Law Group LLP, Avon, MA

Law Clerk, August 2001-October 2002

- Researched and drafted briefs on Social Security Disability issues on behalf of clients nationwide.
- Secured benefits in four cases based on written briefs.
- Analyzed the viability of cases at hearing and on appeal, and developed case theories.
- Interviewed clients for relevant information.
- Reviewed and submitted evidence to the Office of Hearings and Appeals.
- Summarized cases for supervising attorney.

Administrative Assistant, June 2001-August 2001

- Drafted correspondence to clients, the Social Security Administration, and third parties.
- Maintained an internal online case management system.
- Assisted head paralegal with all stages of hearing preparation.

WORK EXPERIENCE

PricewaterhouseCoopers LLP, Boston, MA

Executive Assistant, IRS Service Team, August 1998-August 2000

- Researched specific tax law issues.
- Created promotional marketing materials.

Food Dynamics, Inc., Natick, MA

Administrative Assistant, August 1997-August 1998

SKILLS & INTERESTS

Computer Skills: Westlaw; Lexis; Windows 00; Microsoft Office Applications

Interests: Fine Arts – Music and Theatre; Reading – Mysteries; Animals

PROFESSIONAL MEMBERSHIPS

American Bar Association

GRADUATE NAME #3

50 Main Street • San Francisco, CA • 90000 • xxx-555-1111 • grad@yahoo.com

BAR INFORMATION

Admitted to practice in California and the United States District Court for the Northern District of California

EDUCATION

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, MA

Juris Doctor, *cum laude*, May 2003

Honors: Rank - Top 26%

Dean's List Summer 2001 - Spring 2003

Suffolk Public Interest Law Group (SPILG) Public Service Fellowship, Summer 2002

Distinguished Oral Advocate, First Year Legal Practice Skills Section

Activities: Environmental Law Society, President '02-'03, Treasurer '01-'02 and Co-Editor of Spring '02

Newsletter; Contributing writer to DICTA (SULS newspaper); Suffolk Public Interest Law Group

UNIVERSITY OF MIAMI, Coral Gables, FL

Bachelor of Business Administration, *with honors*, International Finance and Marketing, December 1998

Honors: Dean's List; Mortgage Bankers Association of Miami Scholarship; Business Dean's Scholarship;

Henry King Stanford Scholarship; Golden Key National Honor Society

Activities: P.H.A.T.E. (Promoting Health Awareness through Education), Treasurer; Habitat for Humanity

Study Abroad: SEMESTER AT SEA, Institute for Shipboard Education, University of Pittsburgh, Fall 1996

LEGAL EXPERIENCE

CONSERVATION LAW FOUNDATION, Boston, MA

Legal Intern, May 2002 - March 2003

Drafted legal memoranda involving state and federal environmental laws as well as state laws concerning agricultural land taxes, prescriptive easements, public hearing procedures, and public utility property transfer laws. Participated in strategy meetings with attorneys. Assisted in drafting an amicus brief to state appeals court and comments to state and federal agencies on environmental issues. Attended public hearings, a legislative committee hearing, a Gubernatorial Transportation Forum, and the Northeast Regional Public Meeting of U.S. Commission on Ocean Policy.

THE COMMONWEALTH OF MASSACHUSETTS, OFFICE OF THE ATTORNEY GENERAL

Legal Intern, Environmental Protection Division, January 2002 - March 2002

Conducted legal research and drafted complaints, motions, and document requests. Drafted memoranda on state environmental laws. Attended motion argument with attorneys. Summarized federal environmental legislation and assisted in drafting state legislation on indoor air quality in schools.

MCGREGOR & ASSOCIATES, P.C., Boston, MA

Legal Intern, July 2001 - December 2001, April 2002

Conducted legal research and drafted memoranda at firm focused on commercial and residential real estate, environmental law and related litigation. Discussed research memoranda with attorneys and participated in strategy sessions. Observed client meetings, negotiations, and pre-hearing conferences before the MA Department of Environmental Protection (DEP). Attended site visits and filed documents with the DEP, EPA, Land Court, and Registry of Deeds.

OTHER EXPERIENCE

SAEZ LEON URDANETA CALZADILLA & PEREZ-BURELLI, Miami, FL

Office Manager, January 1999 - January 2000

Established and maintained all accounting, billing, time-keeping, client management systems and software for small corporate, real estate, and intellectual property law firm. Collected and disbursed funds for real estate closings. Managed three employees, payroll, insurance, and general office matters.

SKILLS & MEMBERSHIPS

Computer: Westlaw, LexisNexis, Microsoft Office Suite, Word Perfect, Timeslips V9, TimeMatters, LA County Bar Association; ABA (Environment, Energy & Resources and International Law Sections)

Bar Admissions/ Education

Bar of the United States Supreme Court	2002
Bar of the United States District Court, District of Massachusetts	1999
Bar of the Massachusetts Supreme Judicial Court	1998
Suffolk University Law School, Boston, MA, Juris Doctor, <i>cum laude</i>	1997
Harvard University, JFK School of Government, Cambridge, MA, Master of Public Policy	1992
Wellesley College, Wellesley, MA, Bachelor of Arts, <i>cum laude</i>	1990

Professional Experience

Faxon & Laredo, LLP, Boston, MA 2000-Present
Senior Associate

Dynamic and extensive client representation in business and real estate transactions for closely-held businesses, including agreements addressing entity formation, entity governance, stock transfer restrictions, dispute resolution, non-competition/non-solicitation restraints, employment termination, consulting, subcontractors, stock and/or asset purchases, UCC secured transactions, business dissolution and windup. Represent lenders and borrowers in: institutional and private loan transactions, real estate acquisitions, eminent domain, site development/ land use/ zoning matters, subdivisions, leasing, condominium conversion, real estate liens, partitions, dispositions, work outs and refinancings. Industries represented: residential and commercial real estate, mobile home park, restaurant, software, consulting, industrial, banking, financial services, non-profit, and retail.

Massachusetts Bay Transportation Authority, Boston, MA 1998-2000
Assistant Director for Rights of Way

Highest executive-level manager for all eminent domain takings and relocation matters for approximately \$1B worth of transportation system developments, expansions, and improvements. Advised top management on legal alternatives to unique and complex real estate issues at all stages of development, from preliminary design to construction and property management to disposition. Substantial inter-agency coordination due to Central Artery/Tunnel Project's real estate impacts.

Massachusetts Turnpike Authority, Boston, MA 1997-1998
Real Estate Representative

Massachusetts Highway Department, Boston, MA 1996-1997
Business Management Specialist

Bechtel Corporation, Boston, MA 1992-1996
Assistant Manager of Right of Way

Consistent, long-range involvement with and management over various aspects of real estate acquisition, disposition, and relocation matters and associated policy development for the multi billion dollar Central Artery/Tunnel Project (a.k.a. "the Big Dig"), the nation's largest highway project, from the perspectives of the consultant, the client, and the successor-in-interest client.

Professional & Volunteer Affiliations

Arlington Historical Society; Boston Bar Association; Boston Symphony Orchestra; Harvard Alumni Association; Head of the Charles Regatta; Hellenic Bar Association; Massachusetts Bar Association; Massachusetts Conveyancers Association; Museum of Fine Arts, Boston; Suffolk University Law School Alumni Association; Wellesley College Alumnae Association; and Women's Bar of Massachusetts.

SUMMARY OF QUALIFICATIONS

Trial attorney with 19 years experience as an Assistant District Attorney handling felony and misdemeanor jury trials, including domestic violence cases in both district and superior courts. Extensive experience interviewing witnesses, preparing for trial, writing legal memoranda and arguing pre-trial motions. Successful prosecutions include stalking conviction in Commonwealth v. Matsos, 421 Mass. 391 (1995). Co-founder Help for Abused Women and Children (HAWC), first shelter for battered women and their children on the North Shore.

LEGAL EXPERIENCE

ESSEX COUNTY FAMILY LEGAL AID CENTER, Salem, MA

Volunteer - March 2003 to present

Represent victims of domestic violence in probate and district court. Handle custody, visitation, child support and restraining order matters. Research issues of law and write legal memoranda. Draft pleadings and discovery requests.

ESSEX COUNTY DISTRICT ATTORNEY'S OFFICE, Salem, MA

Assistant District Attorney – 1984 to December 2002

- Jury Session Supervisor.
- Supervised, mentored and evaluated prosecuting attorney and interns.
- Developed and conducted training sessions for Assistant District Attorneys on topics including breath tests, blood tests, evidence and drug cases.
- Appeals Court advocacy including Commonwealth v. Fleenor, 39 Mass. App. Ct. 25 (1995).
- Designed and established procedures for Peabody District Attorney's Office including developing relationships with the Massachusetts Registry of Motor Vehicles, local hospital legal staffs and the Office of Alcohol Testing.
- Designed and managed a priority prosecution protocol in a court which was experiencing dwindling judicial resources.

Successful prosecutions after jury trial include:

Commonwealth v. Sampson, double motor vehicle homicide, (2000).

Commonwealth v. Wonson, three counts of indecent assault and battery. Conviction affirmed on appeal, Mass. App. Ct. 98-P-90. (1999).

Commonwealth v. Burt, intimidation of a witness. Conviction affirmed on appeal, 40 Mass. App. Ct. 275 (1996).

Commonwealth v. Matsos, stalking. Conviction affirmed on appeal, 421 Mass. 391 (1995).

Commonwealth v. Kelley, operating under the influence. Breathalyzer results were challenged. Conviction affirmed on appeal, 39 Mass. App. Ct. 448 (1995).

EDUCATION/BAR ADMISSION

Bar Admission: Massachusetts State Bar, U.S. District Court Bar, U.S. Court of Appeals Bar, California Bar

Suffolk University Law School, Boston, MA

Juris Doctor, *cum laude*, June 1983

Class Rank: Top 5% Dean's List: 1980 – 1983

University of Connecticut School of Social Work, West Hartford, CT

Master of Social Work, June 1971

Scripps College, Claremont, CA

Bachelor of Arts in Psychology and Sociology, June 1969

COMMUNITY SERVICE AND INTERESTS

Open Space Committee, Town of Nahant, 1991 to present

Board of Directors, Lynn Shelter Association, Lynn, MA 1984 to 1987

Interests: Avid windsurfer and birdwatcher