

## ATTORNEY CIVIL LITIGATION | CHILD WELFARE LEGAL SPECIALIST

**Juris Doctor**, with over thirteen years of legal background and extensive experience in family law, child protective representation, and civil law. Adept in both litigation and transactional law from handling extremely diverse and challenging litigation caseloads. Oversee caseload from 38 to 80 cases; expertise arguing a case before the Indiana Supreme Court. Strong negotiating, arbitration, oral and written communication skills as well as experience with evolving legal technology. Skilled, articulate and persuasive Communicator, with the ability to synthesize complex information, formulate and deliver it to diverse audiences. Ability to adapt quickly to new environments, rigid deadlines and thrive on multiple tasks; *Areas of Expertise include:*

- Civil Law
- Child Welfare Cases
- Child & Family Services
- Substantive & Procedural Law
- Legal Underwriting
- Family Court Proceedings
- Contracts & Agreements
- General Advocacy
- Child Protection & Representation
- Research/Analysis/Discovery
- Indigent Representation
- Negotiations/Arbitration

### PROFESSIONAL EXPERIENCE

**INDIANA DEPARTMENT OF CHILD SERVICES**, Indianapolis, IN • 2004-Present

#### STAFF ATTORNEY

Execution of legal services and representation of children in Child Protective Services who have been abused or neglected; arrange permanency hearings and child welfare proceedings in the state of Indiana. Collaborate across legal and social service channels with case workers and child welfare stake holders in a cohesive, strategic processes for the benefit of the children and families involved.

#### Key Accomplishments

- **Strategic Legal Counsel:** Managed cases for children in need of services and termination of parental rights cases in the Indiana state courts.
- **Case Management:** Develop and oversee the execution of all aspects of case management which include: Overseeing the discovery period by reviewing voluminous document productions to ensure receipt of pertinent information for trial. Generating pleading, motions and discovery work, as well as drafting appeals and appellate briefs.
- **Negotiator:** Strategically employ alternative methods of dispute resolution such as: mediation, arbitration and settlement negotiation techniques to aggressively represent clients.
- **Representation:** Articulate represent the Department of Child Services at hearings on motions and other pertinent judicial proceedings.
- **Legal Document Management:** Draft the necessary documentation to reflect rulings and court orders.
- **Discovery:** Oversee legal research and writing assignments for appellate work, interview witnesses and determine the admissibility of evidence and testimonies.
- **Legal Advocacy:** Educated, advised and assisted clients in identifying and analyzing legal issues and deciding a suitable course of action.

**ROBERT AND BISHOP**, Indianapolis, IN • 2002-2003

#### STAFF ATTORNEY

Oversaw and executed trial law and civil litigation duties representing clients in arbitration and negotiations, trials, hearings and other legal proceedings in the Indiana state courts.

#### Key Accomplishments

- **Legal Representation** for parties seeking monetary compensation for perceived emotional, physical, and mental damages.
- **Educated and advised** client about their rights under the law and mapped out a course of legal action. This included arbitration or mediation, or a full trial.

*Prior Positions include; **Public Defender** for Marion County Public Defender Agency in Indianapolis, IN representing indigent clients in termination of parental rights; **Summer Judicial Clerk** at The Indiana Tax Court and Indiana Court of Appeals.*

### EDUCATION

**JURIS DOCTOR**, 2001  
INDIANA UNIVERSITY SCHOOL OF LAW, Indianapolis, IN

**BACHELOR OF SCIENCE, PSYCHOLOGY**, 1995  
INDIANA PURDUE UNIVERSITY, Indianapolis, IN