

ATTORNEY

GENERAL LITIGATION | CASE MANAGEMENT | FAMILY LAW | CORPORATE LAW

Highly accomplished Attorney with proven experience in managing litigation activities for diverse clients, including municipal agencies. Advanced mentoring and counseling skills combined with ability to teach, instruct and coach broad-based populations. Demonstrate influential leadership and advocacy with ability to drive consensus among diverse groups. Expertise in family law, juvenile law, criminal defense and domestic relations cases, as well as juvenile dependence and conservatorship cases. Extensive courtroom experience with outstanding presentation skills.

Areas of Excellence:

Counseling & Mentoring • Training, Coaching & Instruction • Presentation Preparation & Delivery Skills
State & Public Litigation Management • Criminal & Civil Litigation • Litigation Strategy • Due Diligence • Amendments
Legal Advisory & Solutions • Legal Research & Investigations • Risk Management • Regulatory Compliance • Arbitration

PROFESSIONAL WORK HISTORY

LAW OFFICE OF MARY BROWN, New York, NY

2015 – Present

Attorney

Provide representation for diverse client base, managing various cases, including family law, juvenile law, landlord-tenant, criminal defense and domestic relations. Direct all litigation functions, working closely with legal agencies and county departments to coordinate case activities. Provide advice and strategic direction for all client to ensure desired outcome.

- Maintain a heavy workload of ~250 cases and resolve complex claims, motion practice, litigation and trials.
- Provide effective legal advice by conducting legal research, organizing and presenting arguments and counter-arguments, interpreting laws, rulings and regulations and drafting settlement documentation.
- Analyze probable outcomes based on legal precedents, developing strategies and evaluating key findings.
- Maintain in-depth knowledge of decisions, statutes and/or local rules relevant to the matter under review.
- Prepare and draft various documents, legal briefs, motions, discoveries and opinions.
- Utilize strong relationship management skills to ensure client satisfaction, as well as establish alliances and partnerships with fellow Attorneys and legal resources, including Judges and Prosecutors.
- Provide representation for adult defendants in class 2-6 felony cases, parents and children in juvenile dependency cases and children and adults in conservatorship cases.
- Selected to serve as Arbitrator in civil litigation cases based on advanced legal strengths.

ABC LAW OFFICE, New York, NY

2009 – 2015

Senior Counsel

Represented a diverse client base consisting of primarily start-up companies across Biotech, Software and IT industries. Provided corporate counsel across all areas of commercial law, including drafting and negotiating contracts/agreements, establishing internal processes and developing risk analysis and mitigation strategies.

- Provided legal and commercial advisement to privately held start-up companies from incorporation to exit.
- Supported companies through various transactions, including M&A activities, private equity investments, commercialization of intellectual property rights and incorporation of legal entities.
- Drafted, negotiated and led commercial agreements for both domestic and global clients, including shareholder agreements, venture capital agreements, R&D agreements, non-disclosure agreements and license agreements.
- Directed all business operations, including developing and implementing marketing strategies to drive 200% revenue growth after one year.

ABC, L.L.P., New York, NY

2007 – 2009

Associate Attorney

Represented a diverse client base, providing counsel across all areas of criminal and civil litigation, including juvenile and family law, as well as medical malpractice cases. Handled all aspects of case management, including reviewing cases, conducting legal research, preparing required documentation and communicating with all parties involved.

- Developed effective legal strategies for each case by conducting detailed research and risk analysis/mitigation.
- Researched and drafted various documentation, including pre-trial discovery, legal memoranda and briefs.

ABC FIRM, New York, NY

2003 – 2007

Associate Attorney

Delivered legal advisement and representation for diverse entities, focusing on commercial law, including contract law, corporate law, privacy law and intellectual property law. Reviewed, drafted and negotiations commercial agreements.

- Conducted due diligence procedure for a large-scale, \$20M+ transactions, adhering to strict timeline.
- Gained confidence from senior partner based on ability to manage cases independently with minimal support.

ADDITIONAL EXPERIENCEABC FIRM, New York, NY – **Legal Intern**STATE UNIVERSITY – **Teaching Assistant, Intellectual Property Secondary Doctrines**STATE UNIVERSITY – **Mentor/Tutor, “One on One” volunteer project****EDUCATION**

STATE UNIVERSITY, College of Law

Juris Doctor, Law

STATE UNIVERSITY

Bachelor of Science, Political Science (Magna Cum Laude)**Bar Admissions**

New York State Bar

New York County Bar Association

Leadership & Affiliations

Former District One Representative – New York State Bar Young Lawyers Division

Former President/VP/Treasurer/Secretary – New York County Bar Association