

ATTORNEY

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

2007 – 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, L.L.P., New York, NY

2003 – 2007

Assistant 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.

EDUCATION

STATE UNIVERSITY, College of Law – **Juris Doctor, Law**

STATE UNIVERSITY – **Bachelor of Science, Political Science (Magna Cum Laude)**

Leadership & Affiliations

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

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