

### **Education**

**University of Maryland School of Law, Baltimore, MD**

Juris Doctor, May 2009

Moot Court Board

Vanderbilt National First Amendment Moot Court Competition

Myerowitz Moot Court Competition Semifinalist

Alternative Dispute Resolution Group – Secretary

**American University, Washington, DC**

Master of Arts, International Communication, 1997

Concentration: Conflict Resolution

**University of Florida, Gainesville, FL**

Bachelor of Arts, Communication Studies, 1995

### **Experience**

**Avery & Upton, Rockville, MD**

September 2008 – present

*Associate* (December 2009 – present)

- Serve legal interests of clients in family law cases.
- Draft motions, pleadings, separation agreements.
- Prepare and review discovery materials.
- Represent clients at hearings and trials.
- Conduct legal research.

*Law Clerk* (September 2008 – December 2009)

**Silber, Perlman, Sigman & Tilev, P.A., Takoma Park, MD**

May 2008 – August 2008

*Law Clerk*

- Drafted adoption pleadings, divorce complaints and answers.
- Calculated child support based on Maryland guidelines using the SASI-CALC program.
- Assisted attorneys in their role as City/Town Counsel for four different municipalities.
- Conducted legal research.

**United States Attorney's Office, Baltimore, MD**

January 2008 – April 2008

*Law Clerk*

- Drafted appellate briefs.
- Conducted legal research and draft memoranda.
- Edited legal documents.
- Observed trials, proffers, and evidence reviews.

**State's Attorney's Office, Rockville, MD**

September 2007 – December 2007

*Law Clerk*

- Interviewed victims, witnesses, and police officers.

- Gathered and reviewed evidence.
- Made recommendations to the Assistant State's Attorney on how cases should proceed.

**Circuit Court for Baltimore County, Towson, MD**

May 2007 – August 2007

*Judicial Intern for the Honorable Susan Souder*

- Drafted case summaries and recommendations for the Judge's use in ruling on motions.
- Researched civil law.
- Observed and assisted in court during hearings and trials.

**Reading Is Fundamental, Washington, DC**

August 2001- July 2006

*Senior Program Specialist, Team Leader*

- Managed team responsible for \$5 million dollars in federal grants and corporate funding.
- Assembled data and delivered specialized reports for members of Congress.
- Directed ad hoc workgroups such as the Hurricane Katrina relief project. Collaborated with the Department of Education to repurpose federal dollars to ensure affected children and families were provided with necessary resources. Supervised internal cross-departmental functions, and managed partnerships with external organizations.

**District of Columbia Public Schools, Washington, DC**

March 2000 - August 2001

*Peaceable School Coordinator/Trainer*

- Trained administrators, teachers, and students in conflict resolution, diversity, mediation, effective communication, anger management, cooperation, and violence prevention.
- Provided mediation services for the school district.
- Created and administered internship program for American University graduate students.

**Community Alliance for Youth Action, Washington, DC**

May 1999-March 2000

*Director of Training*

- Designed and led service learning workshops and college level courses for educators.
- Researched, developed, and managed program partnerships and coordinated program evaluation.
- Managed junior staff, interns, volunteers, and consultants, identified funding sources and wrote grant proposals.

**Association for Professionals in Infection Control and Epidemiology, Washington, DC**

September 1998-May 1999

*Education Coordinator*

**Baltimore Public Schools, Baltimore, MD**

August 1997-June 1998

*Spanish Teacher*

**National Young Leaders Conference, Washington, DC**

1999, 2001, 2002, 2003, 2004

*Trainer/Consultant*

**Amnesty International, Washington, DC**

1998, 1999

*Trainer, Human Rights Service Corps*