

## Colleen Coffman

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### EDUCATION

#### University of Maryland Carey School of Law, Baltimore, MD

Juris Doctor, *cum laude*, May 2013 • GPA 3.57

#### University of Maryland, College Park, MD

Bachelor of Science, Marketing, Honors Program Citation, May 2009 • GPA 3.45

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### EXPERIENCE

#### Ethridge, Quinn, Kemp, McAuliffe, Rowan & Hartinger

##### Associate Attorney

1/2015-Present

Handle commercial litigation, domestic, and criminal defense caseload, including legal research, drafting pleadings and motions to the Court, memoranda to supervising attorneys, correspondence with clients, opposing counsel, and the Court, conducting all aspects of discovery, negotiating settlements, and hearing and trial appearances.

#### University of Maryland Carey School of Law, Baltimore, MD

##### Adjunct Faculty

1/2014-5/2016

Read, edit, and provide constructive feedback on practice Bar Exam essays to law students in "Bar Essay Writing" course offered in preparation for the Maryland Bar Exam.

##### Juvenile Law and Legislative Advocacy Clinic

9/2011-4/2012

Instructor of 10th grade Introduction to Law course at Baltimore Freedom Academy. Conducted legal research and drafted motions on behalf of juvenile defendants for Baltimore City Office of Public Defender Juvenile Protection Division.

#### The Honorable Mary Beth McCormick, Circuit Court for Montgomery County

##### Judicial Law Clerk

9/2013-12/2014

##### Intern

5/2012-8/2012

Assist Judge in preparation for complex civil, criminal, juvenile and family hearings and trials by reviewing motions, conducting legal research, and making recommendations. Prepare District Court appeals, petitions for judicial review, and petitions for post convictions. Draft written and oral opinions, correspondence, orders, and bench memoranda.

#### Sandler Law LLC, Rockville, MD

##### Law Clerk

8/2009-5/2013

Performed legal research, drafted motions, interrogatories, and correspondence to clients, courts, and attorneys at state and federal criminal defense and civil litigation firm. Assisted attorney with preparation for trial and depositions and performed various administrative tasks. Assisted attorney with drafting appellate briefs to Maryland appellate courts and Office of Administrative Hearings.

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### INTERESTS & ORGANIZATIONS

#### Literacy Council for Montgomery County, Maryland

##### English Tutor

5/2013-5/2014

Provide one on one English tutoring to non-native English speaker, prepare supplemental lessons and assignments, teach reading, writing, and conversational skills.

#### University of Maryland Carey School of Law

##### Academic Achievement Program Teaching Fellow

8/2011-4/2012

Assisted first year law students in becoming acclimated to the law school environment by leading workshops, providing supplemental coursework, and one on one tutoring.

#### Kappa Alpha Theta Fraternity, University of Maryland

2/2006-5/2009

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### PUBLICATIONS

Rene Sandler, Colleen Coffman, & Lindsay Parvis, *The Legal Evolution of Electronic Communications*, The Maryland Bar Journal, Vol. 45, No. 6, November/December 2012.

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