

NAME, ESQ.

3821 Any Lane, City, ST 00000

Office: 222-222-2222 (x130) or Cell: 222-222-2222, email@aol.com

PUBLIC AFFAIRS SPECIALIST

Program/Project Management | Training & Recruiting | Contract Review | Operations Management
Problem-Solving | Public Relations | Federal Grant Writing | Voting Rights

Motivated attorney with extensive experience in voting rights law. Effectively develop, mentor, and lead top-performing associates and support staff committed to delivering strong results on broad range of cases. Utilize superior oral and written communication skills to spearhead strategic legal operations and provide expert representation. Entrusted with achieving optimal utilization of human and financial resources through proactive workflow planning and coordination. Comprehensive background in training pollworkers to meet Federal and District statutes and regulations. Proficient in establishing and maintaining effective working relationships and liaising effectively with individuals and the general public.

PROFESSIONAL EXPERIENCE

Company, Washington, DC (2006-Present)

Company(COMPANY) is the nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities.

Senior Voting Rights Attorney

Apply strong mentoring and analytical skills to train, supervise, and motivate a team of attorneys regarding such rules and regulations as the Help America Vote Act of 2002 (HAVA), the National Voter Registration Act, and the Americans with Disabilities Act (ADA). Liaise between federal agencies to ensure the effective application of federal policies. Utilize superior written communications abilities to author or co-author Guide on Activities to Promote Voting Access for People with Disabilities; Lessons Learned on Election Day 2008 – Need Universal Voter Registration, and VOTE. It's Your Right: A Guide to the Voting Rights of People with Mental Disabilities.

Maintain updated on case, common, and statutory law as well as procedural and local rules. Form partnerships and alliances with various organizations, including the Lawyers' Committee for Civil Rights Under Law's National Campaign for Fair Elections and the Election Protection Hotline. Manage and update website content, create innovative diversity outreach activities, and moderate a 10-member working group that meets via quarterly teleconferences. Spearhead additional duties, including distributing the Federal Register, analyzing statutes and regulations, preparing quarterly and annual reports, and providing expansive troubleshooting and problem resolution assistance. Educate staff members by proactively conducting workshops, seminars, and training on issues affecting voting rights.

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Selected Accomplishments:

- Attended U.S. Elections Assistance Commission (EAC) public meetings; viewed EAC's webcasts and commented on state (electronic voting and 2005 Voluntary Voting System Guidelines) and federal bills, as well as the Holt Bill amending HAVA to requiring a voter-verified permanent paper ballot under Title III.
- Served as an instrumental member for the integration of legislative educational activities in accordance with the COMPANY Deputy Executive Director for Public Policy.
- Actively participated in local and national nonpartisan voting coalitions regarding voting rights and election access for individuals with disabilities.

Project Manager - Hurricane Katrina Disaster Recovery Project

Maintained full accountability for overseeing all aspects of team leadership, disaster recovery, and case management for the FEMA-sponsored national disaster recovery case management consortium, Katrina Aid Today. Devised strategy implementation and initiatives in providing case management services to 30,000 individuals with disabilities displaced by Hurricane Katrina. Planned and executed a comprehensive outreach program by training staff, volunteers, and affiliates in all aspects of disaster recovery, including training, planning, and reporting on a day-to-day basis. Met with grantees on a nationwide scale to direct writing activities, review reports, and allocate funds accordingly. Created quarterly reports on issues involving tracking allocating funds, confirming funding sources, ensuring proper fund applications, and presenting project information to COMPANY management. Promoted community involvement to coordinate and integrate long-range needs of individuals with disabilities for future disaster preparedness. Represent COMPANY in conjunction with the Executive Director and Deputy Executive Director for Training and Technical Assistance in Consortium activities.

Selected Accomplishments:

- Received gift from state affiliates at National Annual Meeting in New Orleans; recognized for outstanding service and commitment to Katrina Aid Today.

YOUTH WORK SOCIAL SERVICES INC. - City, ST (1997-2005)

Youth Work Social Services Inc. provides emergency shelter for children and youth.

Chief Operating Officer - Public Charter School (2000-2005)

Led a team of 35 staff members in all aspects of daily activities, including budget allocation, accountability plan development/execution, and contract negotiations. Designed, developed, and implemented key initiatives targeted at assisting poor and disabled children residing in destitute areas of Washington D.C. Researched and analyzed available grants and wrote persuasive grants in compliance with federal and local education laws and regulations, such as No Child Left Behind, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA). Facilitated all aspects of management transition from inception through completion, including supervising due diligence, managing current projects, and ensuring completion of transitioning processes.

Selected Accomplishments:

- Chief Operating Officer, PCS – Received plaque for Excellence in Service

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Compliance Specialist, Consortium for Company Superior Court Juvenile Diversion Program (1997-2000)

Educated staff regarding compliance with government regulations with special attention educational programs for underprivileged children. Assisted in performing analysis of current situations and recommended priorities and goals for future. Reviewed internal controls, policies, and procedures to ensure strict adherence with appropriate University, State, and Federal guidelines and policies, sound business and finance practices, and overall clinical goals and objectives. Responded promptly to external and internal concerns, and implemented corrective actions as appropriate. Liaised between parents and case managers in the assessment and development of Individualized Educational Programs, and provided technical training to DC Superior Court personnel regarding the application of federal education and disability laws and regulations.

Selected Accomplishments:

- As the Compliance Specialist for the Superior Court Juvenile Diversion Program, appointed to head the charter school by founder and Board President of PCS.

Career Note: Staff Attorney for Neighborhood Legal Services Program, Administrative Due Process Hearing Officer for The State of Maryland, Office of Administrative Hearings, and Associate Attorney at The Law

EDUCATION

Graduate Certificate in Disaster/Emergency Management

Institute for Crisis, Disaster, and Risk Management Program
Washington University Graduate School, City, ST

Juris Doctor

School of Law, University City, ST

Bachelor of Business Administration,

University, City, ST

BAR MEMBERSHIP/ AFFILIATIONS

State and National Bar Association

International Association of Emergency Managers