

Litigation Associate (Mar 2007 – Mar 2009) (Full-Time)

- Law Offices of Lynne Yates-Carter – San Jose, CA
- Managed complex case schedules, evidence tracking, and documentation for multimillion-dollar disputes.
- Achieved \$1.5M in awarded attorney fees and sanctions through effective data management and contract interpretation.

Director of Client Services (Jan 2005 – Dec 2006) (Full-Time)

- Pro Bono Project of Silicon Valley – San Jose, CA
- Oversaw 800+ active cases and supervised attorneys, volunteers, and interns.
- Established systems for scheduling, file tracking, and compliance—skills directly applicable to construction project documentation.

Securities Project Coordinator (Jul 1999 – Aug 2001) (Full-Time)

- Smith Anderson Law Firm – Raleigh, NC
- Coordinated multi-party multi-site M&A transactions with construction components: environmental due diligence for UST's, real estate valuation, review of permits and licenses, review of fuel supply agreements, leases, vendor contracts, and employment agreements, due diligence for equipment and infrastructure.
- Proofed SEC filings; managed large volumes of technical documents and deadlines.

Licenses & Certifications

NC State Bar #40277 (Active)

CA State Bar #237171

NC Broker's License #334892 (Active)

Education

J.D., UNC-Chapel Hill School of Law (2004)

B.A. in Sociology, UNC-Chapel Hill, High Honors & Distinction (1999)

Honors & Awards

Morehead Scholar, UNC

National Merit Scholar

Technical Proficiency

MS Project • Excel • Procore • Bluebeam • Adobe Acrobat • AutoCAD • Revit • SketchUp
CRM & Document Management Systems • Contract Management Tools

Professional Focus

Eager to contribute to a construction management firm such as JD Beam or Clancy & Theys through precision coordination, document control, and proactive problem-solving—translating analytical expertise into field-ready project management performance.