

Philip Lewis

COMPLIANCE, TECHNICAL COMMUNICATION, AND PROJECT MANAGEMENT

OVERVIEW

A true professional with over 15 years of compliance and technical communication experience. Knowledgeable in regulatory compliance, technical communication, licensing, litigation, business development, project management, and writing, editing, and proofreading complex documents that comply with federal, state, and local regulations.

EXPERIENCE

DIRECTOR OF COMPLIANCE AND OPERATIONS

Body and Mind Inc. | Las Vegas, NV (2019-present)

Write, edit, and proofread high-level documents that comply with federal, state, and local regulations, such as license applications, policies and procedures, technical reports, diversity plans, community investment plans, business plans, and more. Oversee a team of professionals and manage the development, construction, design, permitting, licensing, and opening of retail facilities throughout California, Ohio, Michigan, Illinois, Nevada, and Arkansas.

SENIOR LITIGATION PARALEGAL

Rimini Street, Inc. | Las Vegas, NV (2017-2019)

Provided high-quality support in research and writing on legal investigations, issue analysis, executive communications, motion practice, presentations, and press releases. Worked closely with in-house and external counsel on complex litigation practice, legal research, record retention, compliance, public relations, and investigations. Managed all aspects of electronic discovery, including terabytes of data collection, processing, culling, document review, and production.

SENIOR LITIGATION PARALEGAL

Tousley, Brain, Stephens LLP | Seattle, WA (2015-2017)

Managed a team of paralegals and contract attorneys on all aspects of class action cases, investigations, legal and investigative research, marketing campaigns, and electronic discovery. Supported a team of litigation attorneys on motion practice, legal research, discovery, mediations, and hearings. Delivered high-quality writing and editing for motion practice, presentations, executive communications, and more.

CONTACT

phillewiswriter@gmail.com

Las Vegas, Nevada

(702) 606-0721

www.PhilLewisWriter.com

EDUCATION

MINNESOTA STATE UNIVERSITY
M.A. Technical Communication

NEVADA STATE UNIVERSITY
B.A. English

COLLEGE OF SOUTHERN NEVADA
A.A.S. Paralegal Studies

ABOUT ME

I am passionate about compliance, business development, and technical communication and leading high-performing teams in a fast-paced and high-stakes environment.

SKILLS

- Technical communication
- Compliance and legal
- Contract administration
- Licensing and permitting
- Construction and design
- Project management
- Business development