[redacted]

Atlanta, Georgia | [redacted] | [redacted]

PROFILE

Attorney with experience in litigation, motion practice, contract review, risk analysis, and client engagement management. Skilled at advising stakeholders on liability exposure, negotiating terms in alignment with organizational risk tolerance, and coordinating cross-functional legal processes.

WORK EXPERIENCE

Of Counsel – [redacted] **Atlanta, GA** [redacted]

- Provide counsel in employment discrimination, personal injury, and business/entertainment matters.
- Lead and represent plaintiffs in alternative dispute resolution proceedings.
- Draft settlement demand letters, medical narratives, and dispositive motions (summary judgment/dismissal).
- Research and draft motions; draft/respond to discovery; take and defend depositions.

House Counsel – [redacted] **Atlanta, GA** [redacted]

- Took and defended depositions; drafted and argued dispositive motions; researched and drafted memoranda on state-specific coverage and liability issues.
- Represent insureds statewide; advise internal stakeholders on coverage, liability, and risk management.
- Reviewed/interpreted policy language to assess obligations and exposure; drafted and negotiated settlements consistent with risk tolerance.
- Partnered with claims/litigation teams to ensure procedural, ethical, and documentation compliance; leveraged case-management technology to improve efficiency and reporting.

Associate Attorney – [redacted] **GA** [redacted]

- Supervised a [redacted] team to achieve targeted case resolutions.
- Resolved litigation discovery disputes by streamlining client contact, retention and intake processes.
- Performed case quality control; reviewed discovery for privilege/sensitivity; implemented workflow improvements for client communication and document management.

Associate Attorney – [redacted] **Atlanta, GA** [redacted]

- Negotiated settlements exceeding $[redacted]00,000 and supported mediations with opposing counsel.
- Managed [redacted] client files while ensuring procedural and ethical compliance.
- Drafted and reviewed agreements, correspondence, and motions to support case resolution.

EDUCATION

- LL.M [redacted]
- Juris Doctor, [redacted]
- Bachelor of [redacted]