

Legal Advisor and Leader with 20 years of experience in communications, problem-solving, creative solutions, negotiations, and networking. Expert in legal issues, the use of marketing tactics to engage stakeholders, and the execution of organizational initiatives that support the advancement of corporate policy and legislative goals. Brings significant expertise in relationship building, employee support, and fast-paced environments. Ability to think quickly, multi-task, plan, organize, and prioritize work.

Qualifications & Skills

Relationship Building

- ✓ *Express a commitment to, and enjoyment of, creating and nurturing relationships*
- ✓ *Employ entrepreneurial business development skills to reach the community through social media, networking, and presentations*
- ✓ *Connect with and engage individuals to make them feel comfortable and help them acclimate quickly in a variety of situations*
- ✓ *Exhibit a passion for people to reach their full potential; assist them in goal attainment*

Effective Communications

- ✓ *Present persuasive information both orally and in writing; appropriately and skillfully respond to questions from groups or individuals*
- ✓ *Foster collaboration and teamwork*
- ✓ *Utilize expert analytical skills to synthesize complex information in a simple manner*
- ✓ *Strategize and advocate clearly and succinctly in writing and in person*
- ✓ *Apply strong interpersonal skills to relate to a wide range of internal and external constituencies*

Advisement and Mentorship

- ✓ *Coach employees to higher performance and capabilities consistent with organizational needs and personal goals*
- ✓ *Evaluate, interview, place, and train employees*
- ✓ *Research and analyze all potential sides of an issue to craft persuasive arguments and creative problem solving*
- ✓ *Demonstrate intuitiveness, flexibility, team-oriented willingness, and initiative to accomplish work goals*

Work Experience

nka DAVIS SCHWEIZER, PLLC, Raleigh, NC

Associate Attorney, 05-2017 to present

- Prepare and review real estate contracts and closing packages
- Conduct Title searches and prepare Title Opinions
- Develop Estate Plans for all age groups, including Wills and Trusts
- Assist clients in Estate Administration
- Assist small business clients in setting up their business

SENDER STEPHENSEN & JOHNSON, PA, Fuquay Varina, NC

Associate Attorney, 01-2016 to 04-2017

- Prepared and reviewed real estate contracts and facilitated real estate closings
- Developed Estate Plans for all age groups, including Wills and Trusts
- Assisted clients in Elder Law Issues, Estate Administration and Guardianships

DIXON MACKINTOSH LAW GROUP, PLLC, Charlotte, NC

Partner, 10-2014 to 12-2015

- Developed new law practice through active social media marketing and networking
- Used creative problem solving and analytical skills to advise and help clients reach practical solutions to their issues
- Thoroughly researched and analyzed all potential outcomes and sides to persuasively advocate on behalf of clients

LORAIN COUNTY COURT OF COMMON PLEAS, Elyria, OH

Magistrate and Staff Attorney, Judge Raymond J. Ewers, 01-2007 to 09-2014

- Rendered legal decisions and ruled on motions and objections made during court hearings and bench trials
- Researched and analyzed written arguments and the law to render a decision on legal matters and administrative appeals
- Assisted individuals in setting deadlines, solving problems, narrowing issues, and negotiating solutions to their problems
- Managed civil case department, consistently maintaining lowest civil docket; reduced cases from 700+ to 264

nka RITZLER, COUGHLIN & PAGLIA, LTD., Cleveland, OH

Insurance Defense Litigation Associate, 03-2005 to 12-2006

- Used quick thinking, research, flexibility, and creativity to advocate and negotiate on behalf of individuals in writing and in person at arbitrations, mediations, lower, and appellate courts
- Identified key issues and advised individuals on best solutions
- Maintained a high level of productivity to meet and exceed department goals

LORAIN COUNTY COURT OF COMMON PLEAS, Elyria, OH

Staff Attorney, Judge Kosma J. Glavas, 07-2002 to 12-2004

- Researched and analyzed written arguments and positions in civil cases to resolve issues and problems
- Assisted attorneys and parties in reaching settlements through mediation services