**EXECUTIVE SUMMARY ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*I have over 20 years of legal experience – 10+ years at large law firms (including 5 years as a law firm partner) and nearly 10 years as in-house counsel for organizations – primarily in the area of complex commercial contracts. Currently, I am an Assistant General Counsel at Capital One, where I am the senior attorney on a 3-person team (with the support of non-attorney contract managers) that drafts/negotiates complex procurement contracts in the technology and non-technology space and advises various lines of business in the company. I previously served as the General Counsel and Interim CEO of a small nonprofit organization, where I managed all legal matters for the group, including all contracts; and as Senior Counsel to a network of approximately 20 organizations, where I focused on complex procurement and technology agreements, and managed a Legal Department of 10-15 employees for 1-1.5 years. I also have served and continue to serve as a law school Adjunct Professor for 15+ years.*

**WORK EXPERIENCE ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Director & Assistant General Counsel*** (11/18 – present)

**CAPITAL ONE**, McLean, VA

Draft/negotiate complex and strategic procurement contracts on behalf of Fortune 500 fintech organization related to Card, Digital, Technology, Retail/Commercial Bank, Auto Finance, HR, and Workplace Solutions (including enterprise-wide, licensing, consulting, and partner agreements, as well as agreements related to commercialization of new products). For example, served as lead for procurement of technology services related to setting up Capital One’s PPP loan system during pandemic; served as lead negotiator and advisor to business, and worked with team of contract and supplier managers, for entire ecosystem of contracts related to new flex-pay/point of sale product; led negotiations for multiple contracts related to small business revenue-generating technology products; and serving as transactional stakeholder on team looking to expand key product offering to various countries outside U.S. Create and update templates used for all procurement deals, which serve as guide for all contracts used by enterprise. Engage heavily in regulatory issues related to contracting, including data/privacy-related and financial/security issues. Manage outside counsel as needed. Serve as “Business Counsel” for Enterprise Supplier Management Department; in this role, train and work with team of contract managers (20-25 associates) on negotiation strategy, risk tolerance, and legal issues on individual deals.

***General Counsel & (Interim) CEO*** (6/17 – 10/18)

**BORN FREE USA**, Silver Spring, MD

Managed all legal matters and entire staff/organization for animal rights nonprofit (approximately 25 employees/consultants). Drafted, reviewed, or negotiated every contract entered into by the organization, including for technology (*e.g.*, website, computer products, engagement platforms), procurement of all goods and services needed to operate Primate Sanctuary (185 acres with 500 rescued monkeys), brand development/protection, and even complex transactions involving the transfer of possession of monkeys.

***Senior Counsel*** (5/14 – 5/17)

**FREEDOM PARTNERS CHAMBER OF COMMERCE**, Arlington, VA

Drafted and negotiated contracts in range of areas (including technology, licenses, and services) for large network of organizations (consisting of 20 nonprofits, for-profit LLCs and PAC, with offices throughout the United States). Reported to General Counsel on significant issues. Spent 1-1.5 years at Cause of Action (funded by Freedom Partners), where I supervised legal department (10-15 attorneys/paralegals).

***Partner*** (1/09 – 5/14); ***Of Counsel*** (1/08 – 12/08); ***Associate*** (9/01 – 12/07)

**TROUTMAN PEPPER, L.L.P. (FORMERLY ROSS DIXON & BELL, L.L.P.)**, Washington, D.C.

**MILES & STOCKBRIDGE, P.C.**, Baltimore, MD (from 9/01-8/03)

Provided range of services regarding various types of transactions (*e.g.*, goods/services, financial services, real estate), including drafting and advising on contracts. Managed/litigated cases with teams of staff involving commercial disputes, contractual issues, and employment law for Fortune 500 Companies and individuals. Investigated hundreds of claims involving real estate/banking to minimize risk and, when needed, managed litigation (with outside counsel) as national counsel for risk retention group.

#### OTHER RELEVANT EXPERIENCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Adjunct Professor of Law** (9/06 – present)

# **George Washington University School of Law**, Washington, D.C.

* Teach *Fundamentals of Lawyering*.
* Taught *Scholarly Writing*, *Legal Research and Writing* and *Introduction to Oral Advocacy*.

# **Judicial Clerk** (9/00 – 8/01); **Judicial Intern** (Summer 1998)

# **D.C. Court of Appeals**, Washington, D.C., Chambers of Hon. John M. Steadman

# **U.S. District Court (Maryland)**, Greenbelt, MD, Chambers of Hon. Deborah K. Chasanow

* Researched issues for criminal/civil cases; wrote pre-argument memoranda and drafted opinions.

## EDUCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**George Washington University School of Law**, Washington, D.C., J.D. (May 2000)

* **Class Rank:** *Top 15-20%* **- *cum laude***
* **Journal:** *Managing Editor*, *The Environmental Lawyer* (1999-2000)
* **Activities:** *Student Attorney*, D.C. Law Students in Court (Criminal Division) (1999-2000)

*Board Member*, Trial Court and Alternative Dispute Resolution

**Case Western Reserve University**, Cleveland, OH, B.S. (January 1997)

* **GPA:** 3.89 (out of 4.00) – ***summa cum laude***
* **Major:** Management Information Systems, with minors in Philosophy and Statistics
* **Honors:** Case Western Reserve University Provost Scholar

*The Wall Street Journal Award* (outstanding senior in Management Science)

* **Activities:** *Member*, Alpha Phi Omega (community service fraternity)

**Admissions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* State Bars: District of Columbia; Maryland; Virginia (as in-house counsel)
* Federal District Courts: U.S. District Court for the District of Columbia, and Maryland
* Federal Appellate Courts: U.S. Court of Appeals (D.C.; 4th; 6th; 7th; 11th); U.S. Supreme Court

## OTHER \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recent Awards/Honors**:

* Selected in 2022 to be Capital One’s co-National Lead of CapAbilities ERG (assist with resources and advocate for associates with disabilities)
* Recipient of Capital One’s 2021 Pro Bono/Volunteer of the Year Award for Greater Washington
* 2021 – Dedication in Teaching Award (15 years of service) as Adjunct Professor (at GWU)
* 2013 & 2014 *Super Lawyers*, Washington, D.C.
* 2013 AILA Pro Bono Hero for the Southeast
* Selected as Troutman Sanders’ 2012 Leadership Council on Legal Diversity Fellow

# **Board Membership**:

* One Common Unity (non-profit organization seeking to curb violence in D.C.) (2019-present)
* Born Free USA (non-profit animal rights organization) (2011-2017)

**Presentations/Publications/Media**: Numerous (including guest on CNN); available upon request