

XXXX XXXX, J.D.

CITY, STATE | (xxx) xxx-xxxx | EMAIL | LINKEDIN URL

Attorney | Environmental Law | Financial Regulatory | Enforcement & Compliance

A consummate professional who is seeking a position with an environmental non-profit organization in the areas of regulation and policy, program management, and/or fundraising. Demonstrated career history of delivering strategic solutions in support of programs and projects, developing and evaluating systems, organizational improvements, encouraging collaboration amongst teams and executing business goals and objectives. A Pace University School of Law graduate with certificates in environmental and international law who was selected to serve as an intern with the U.S. EPA in Washington, DC and the U.S. EPA, Region 2 office in New York City. A keen business acumen with the ability to implement program guidelines while adhering to policy and procedures as well as developing internal and external partnerships. A self-directed team player with a willingness to diligently research and solve problems outside of core responsibilities for the success of an organization.

Experience & Demonstrated Leadership Success: Scientific, Technical, & Legal | Strategy & Implementation Research & Analysis | Program Guidelines, Policy & Procedures | Project Management & Evaluation | Financial Analysis, Budgets | Partnerships & Relationships | Proposal Development, Grants & Contracts Public & Media Relations | Data Analyzation & Findings | Cross-Functional Departments & Teams | Reports & Briefings | Training & Development

Environmental Experience

UNITED STATES xxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxx, REGION 2, New York, NY January - April 2012
INTERN, Office of Regional Counsel, New York and Caribbean Superfund Division
Brought onboard to assist with civil enforcement duties under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Researched and composed memoranda involving federal and state statutes, briefed the department on findings.

UNITED STATES xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxx xxxxxx, HEADQUARTERS, Washington, DC June - July 2011
HONORS LAW CLERK, Office of Enforcement & Compliance Assurance, International Compliance Assurance Division
Researched and wrote a memorandum summarizing European Union environmental permitting and inspection laws in preparation for an Inspector Training Session in Budapest. Presented findings to personnel in International Compliance Assurance, Criminal Enforcement, and the Environmental Appeals Board. Researched and wrote a memorandum on Freedom of Information Act and Privacy Act compliance for international inspection projects involving illegal trade in hazardous and electronic waste.

ITT CORPORATION, HEADQUARTERS, White Plains, NY September - December 2011
INTERN, Legal Department
Reviewed site assessments and advised on practical settlement options. Evaluated Superfund settlement decrees, composed summaries of company obligations under cleanup schedules and researched and wrote memoranda used in the development of a litigation strategy for appealing OSHA citations.

Additional Professional Experience

FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA), Rockville, MD November 2015 - Current
SENIOR INVESTIGATOR, PIPES TEAM, Office of Fraud Detection and Market Intelligence (OFDMI)
Charged to review and analyze the trading surrounding offerings to identify any potential fraud, market manipulation, insider trading, and issues involving FINRA Rule violations. Formulates policies, developed program goals for crowdfunding offering reviews and investigative procedures. Responds to inquiries from the SEC and other regulators, and works with other FINRA programs, state regulators. Assists in training new investigators.

REGULATORY ANALYST, INSIDER TRADING

March 2014 - November 2015

Conducted investigations and briefed team leader and Deputy Director on findings related to possible violations of insider trading and other securities violations Supported the SEC’s mission by referring possible misconduct.

DEPUTY UNDER SECRETARY OF THE AIR FORCE, PENTAGON, Arlington, VA

August 2013 - February 2014

CONTRACTOR, TRAINING & DEVELOPMENT ANALYST, International Affairs, Programming & Resources Division

Facilitated the occupational training to personnel that met the career training requirements.

NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS), Quantico, VA

April 2013 - June 2013

FEDERAL CONTRACTOR, Human Resource & Human Capital Branch

Assisted in the revision of Chapter 46 of NCIS Law Enforcement Policy Manual. Assisted in administering the furlough and performed as the appeal note-taker. Drafted the Appeal Summaries on behalf of the Principal Executive Assistant Director, Administration and Management.

SINGLE SOURCE CONSULTING GROUP, LLC, Newport News, VA

March 2013 – February 2014

INDEPENDENT CONSULTANT/FEDERAL CONTRACTOR

Responsibilities including contract review and the research of contract law and Federal Acquisition Regulation (FAR) to determine the feasibility of proposal execution and compliance with Federal laws and regulations.

PARTNER J D, Richmond, VA

November - December 2012 / March - April 2013

CONTRACT ATTORNEY, DOCUMENT REVIEW

BAR COUNCIL OF IRELAND, Dublin, Ireland

June - July 2010

SUMMER INTERN

Researched and wrote comment on Irish 2010 Arbitration Act. Researched issues relating to commercial property and arbitration, constitutional law, family law, extradition, and criminal law.

Education & Credentials

PACE UNIVERSITY SCHOOL OF LAW, White Plains, NY, 2010

Juris Doctor, certificates in environmental and international law

Relevant Coursework: International Environmental Law and Policy, International Law, Environmental Skills & Practice; Clean Water Act, Environmental Law Survey, International Commercial Arbitration, Mediation and Arbitration, Interviewing, Counseling, and Negotiations

CHRISTOPHER NEWPORT UNIVERSITY, Newport News, VA, 2006

Bachelor of Arts, *cum laude*, Political Science and Fine Arts, studio art

BAR ADMISSIONS & SECURITY CLEARANCE

New York, (admitted 2/2013), Virginia, (admitted 6/2013)

Secret Security Clearance, (adjudicated 4/2013)

Relevant Affiliations & Memberships

Chair, Board & Grading Committee, Xxxxxxxx Law Moot Court Competition, Pace University School of Law

Planning, recruiting and training of attorney judges and student bailiffs; fundraising, promotions, budgeting, and communications on behalf of the NELMCC Board to judges, competitors, potential donors, Pace Law publications, and various environmental professional networks. Competition included 200+ local attorney judges and 300 competitors and coaches from 85+ accredited law schools), April 2010 - February 2011

Member, Sierra Club, DXXX xxxxx & Xxxxxxxx xxxxxx