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Licensed business attorney with seven years' experience in all facets of leadership, consultative client communications, and organizational planning. Talented collaborator, skilled in building a cohesive work environment with the ability to ensure streamlined workflow leading to increased productivity. Expertise driving new business development opportunities, maximizing profit growth through community outreach, networking skillset, digital cross-channel marketing, and social media savvy, with a honed ability to connect with clients from a wide range of backgrounds. Demonstrated proficiency in editing, writing, verbal, and technical abilities (i.e. Adobe CS6 Suite, Mac & Windows OSX, Microsoft Office Suite, Salesforce, Google Analytics, and AdWords).

HIGHLIGHTED EXPERTISE

- Notary Public
- Trust and Estate Planning
- Certified Mediator
- Entity Formation/Structuring
- Spanish Language Proficiency
- Contract Review

SELECTED PROFESSIONAL EXPERIENCE

K. KELSO LAW • Irvine, CA • 2019 to Present

An estate planning solo proprietorship with a client-centered approach to wills and trusts.

FOUNDER, DIRECTOR, & LEAD COUNSEL

Provide fully customized estate planning options to clients, working diligently to ascertain their goals and guide them through their questions about law in order to create a culture of integrity and service.

- Solely responsible for managing meeting with (potential) clients, networking, case load, and prioritizing file matters, in addition to all back office financial matters from budgets to invoicing.
- Accountable for every word in a client's case file from initial intake (including preliminary planning questionnaire) until personally notarize the estate documents.

GUNSTER, YOAKLEY, & STEWART, P.A. • Miami, FL • 2012

ASSOCIATE LEGAL COUNSEL

Executed quality legal service and counseling for clientele, drafted memos outlining the legal requirements for valid reciprocal trusts, the confidentiality of protective orders, compulsory medical examinations, and the effective of involuntary dismissal on legal costs. Served as one of the two associates selected to participate in the Miami office following an extensive nationwide search for a quality team member.

- Designed innovative banking contracts and agreements, filing motions in a court of law in support of complex business litigation.

U.S. DEPARTMENT OF JUSTICE • Washington, D.C. • 2011 to 2012

LEGAL EXTERN, CIVIL DIVISION, COMMERCIAL LITIGATION

Assisted in the planning and development of litigation within federal courts, addressing multiple cases in addition to providing strategic legal advice on legislation.

- Developed multiple motions, and respondent's briefs filed in the Court of Federal Claims and to the Court of Appeals Federal Circuit alleging unfair termination of employment and security clearance.
- Led the development of government trade contracts at the trial and appellate levels, managing anti-dumping and countervailing duties in support of organizational goals.

GENERAL ELECTRIC, INC. OIL & GAS • Florence, Italy. • 2011

LEGAL ASSOCIATE TO IN-HOUSE COUNSEL

Worked internationally to execute arbitration agreements amongst large multinational corporations.

- Drafted corporate contracts including a license to OFAC to defend action in Iran and foreign filings to protect GE technology and intellectual property.

ADDITIONAL CAREER HIGHLIGHTS

- Hill Realty Group, Newport Beach | Legal Consultant, 2015 to 2019
- Serbia War Crimes Prosecutor's Office, Belgrade, Serbia | First International Legal Associate, 2010
- PAZ Capital, LLC., New York, NY | New Business Development & Venture Manager, 2007

SIGNATURE ACHIEVEMENTS

- Petitioned the Committee on the Elimination of Discrimination against Women on behalf of two widows and their daughters, claiming that Tanzanian laws denying women equal rights to inherit land were illegal under international law. Direct result: CEDAW ruled that Tanzania must grant reparation and align its laws with CEDAW, 2016.
- Drafted effective proposals and recommendations for Serbian post-conflict judicial reform, including successful extradition of alleged Yugoslavian war criminal Radko Mladic in cooperation with the International Criminal Tribunal of Yugoslavia, 2010.
- Amended "Section II, Article 9: Request for Arbitration" of the Chamber of Arbitration of Milan Rules, Guidelines for the Anonymous Publication of Arbitral Awards which were published as the official arbitral rules in Italy.
- Nominated for OC Super Lawyers Rising Star Award.

EDUCATION & TRAINING

JURIS DOCTOR (*Summa Cum Laude*)

GEORGETOWN LAW CENTER | Washington, D.C. | 2012

BACHELOR OF ARTS, COMMUNICATION STUDIES & ROMANCE LANGUAGES

UNIVERSITY OF NORTH CAROLINA | Chapel Hill, NC | 2007

UNIVERSITY DE CUYO | Mendoza, Argentina | 2006

LICENSES & AFFILIATIONS

- California State Bar, Court of Appeal, 2nd Appellate District, Division 8 No. 293632
- U.S. District Ct for the Central District of California
- American Bar Association, No. 02226790
- LA County Bar Association, No. 293632
- California Lawyers Association
- OC Association of Realtors, No. 54299
- Met Hyatt Legal Plan Attorney Network
- OC Bar Association, No. 115824
- California Women Lawyers Association
- San Fernando Valley Bar Association, No. 293632
- California Young Lawyers Association
- International Mediation Institute
- Hire an Esquire Attorney Network

PRO BONO & VOLUNTEER WORK

- Official member of Giveback Homes, a community that organizes home building projects for families in need in the U.S. and Latin America.
- Contributing member of REBSEA, a group that pledged to donate 20% of all commissions to the charity of the client's choosing.
- Volunteer as text hotline crisis counselor that provides resources for those having thoughts of self-harm or suicide.
- Participant in Odyssey Tax Mentorship Program, which pairs attorneys with the goal of shaping future productive and confident leaders.
- Volunteer for the Robin Hood Foundation charity benefit that raised thousands of dollars for inner-city grade schools.