

Core Competencies

eDiscovery & ESI Planning | Electronic Courtroom Technology | Electronic Document Management | Training | Vendor Management | EDRM Model Guidance | Sedona Conference | Staff Management/Development | Vendor Management | Summation | Concordance | Sanction | Ipro | CaseMap

Academic Achievements:

- **Master of Business Administration** - *International Business*, Regis University, Denver, Colorado
- **Bachelor of Science in Occupational Education** - *Business Administration/Paralegal*, Wayland Baptist University, Plainview, Texas
- **Associate in Applied Science** - *Paralegal*, Community College of The Air Force, Maxwell AFB, Alabama (ABA approved)

Summary

Experienced litigation support and practice support executive who has Managed Litigation Support departments in top AM 100 law firms, responsible for coordinating all Litigation Support technology services for the Firm's attorneys, paralegals, and support staff. Works with the Firm's management team to create and implement a strategy for the Litigation Support Department that focuses on quality work product, customer care, and leading edge technology solutions.

Specialties Areas of Expertise:

- Well versed in electronic discovery and computer forensics matters
- Adept in International eDiscovery assessments, legal hold design, implementation and effectiveness
- Managing and building Litigation Support departments
- Experienced in many various Litigation Support applications
- Case planning and project management experience in complex litigation
- Managed Mock and Courtroom Trial Presentations
- Experienced in Vendor Relations and the RFP process
- Experienced in Business Process Workflow
- Certified Information Privacy Professional (CIPP/US), International Association of Privacy Professionals

Relevant Experience

- Adept at a wide variety of complex strategic advisory projects designed to evaluate, establish or improve RIM and discovery response programs, reduce risk and enhance operational effectiveness
- Works closely with legal professionals to develop discovery strategies in large investigation and litigation matters, collect and analyze documents and data, and prepare data for production.
- Project management experience with current working knowledge of best practices and case law
- Expert with automated litigation information management, databases, case management, discovery and evidence management, and imaging management software and systems-with a minimum of five years of experience serving in a management position related to eDiscovery and litigation support.
- Experience in creating information management policies
- Experience in developing and presenting training material

Professional Technical Skills

- CaseMap/TimeMap Certified Administrator
- Summation LG Suite, Concordance, iConect Administrator
- LexisNexis Sanction
- Ringtail Certified CaseBook Administrator
- IPROTech Suite, Doculex
- LiveNote SR, LiveNote Web

Professional Employment History

E.L.M. Consulting, LLC, Dallas, TX Principle/Founder	Mar 2012 - Present
Office of Chief Counsel, IRS (during sabbatical from E.L.M. Consulting, LLC) Technology Advisor	Mar 2014 – Jan 2017
H7b1 Legal Technologies, Geneva, Switzerland Managing Director	Jun 2011-Mar 2012
Federal Public Defender, Las Vegas, NV Litigation Support Coordinator	Aug 2010-Jun 2011
Computer Forensic Services, Inc., Dallas, TX Consultant	Aug 2009 -Aug 2010
Strasburger & Price LLP, Dallas, TX Practice Support Manager	Oct 2007 -Aug 2009
Crowell & Moring LLP, Washington, DC Practice Technology Manager	Sep 2005 -Oct 2007
Step toe & Johnson LLP, Washington, DC Litigation Support Administrator	Nov 2004 – Sep 2005
RLS Legal Solutions, Dallas, TX Director of Digital Services	Jun 2004- Oct 2004
Miller & Chevalier Chartered, Washington, DC Practice Technology Supervisor	Feb 2003 – Jun 2004
Legal Concierge, Inc., Dallas, TX Senior Litigation Analyst	Aug 2002 – Feb 2003

Locke Lord LLP*, Dallas, TX
Manager of Litigation Services (Jun 2000-Aug 2002)
Human Resource Generalist (Jun 1998- Jun 2000)

Jun 1998 – Aug 2002

**Formerly known as Locke Lord Bissell & Liddell LLP, Locke Liddell & Sapp LLP, and Locke Purnell Rain Harrell PC*

United States Armed Forces
U.S. Air Force, U.S. Air Force Reserves and TX Army National Guard

Sep 1975- June 1998

Publications

- *Are You at Risk? The Law Firm Administrator's Role and the Recent Changes to the Federal Rules of Civil Procedure*, Capital Connection, January 2007, pg 1
- *Home Grown Tech, A Story of Four Firms and Their In-house Trial Technology Department*, Law Office Computing, June/July 2004, One of Four Experts Interviewed and Quoted_
- *Future Law Office 2004*, Robert Half Legal White Paper, Robert Half Legal, Inc., Listed as Legal Expert and Quoted, 2004
- *Choosing the Right Tools- And Getting a Great Deal*, Capital Connection, September 2003, pg 10

Seminars

- *Speaker*, Litigation Support Leader's Super Conference, Houston, TX, Subject: New Horizons in the Litigation Support Manager's Role, 2008
- *Speaker*, Litigation Support Leader's Super Conference, Houston, TX, Subject: How to Recruit and Train the Litigation Support Technician, 2008
- *Speaker*, Paralegal Manager's Super Conference, Washington DC, Subject: How to Work with the IT & Litigation Support Departments-A Manager's Guide to Strategic Team Building, 2007
- *Speaker*, Paralegal Manager's Super Conference, Washington DC, Subject: Managing, Hiring and Motivating Litigation Support Staff, 2007
- *Speaker*, Trial Specialist Institute, Atlanta, GA, Subject: Court Room Technology, It's That Simple, 2006
- *Panel Member*, The Masters Conference for Legal Professionals- E-Practice in the Electronic Age, Washington DC, 2006
- *Speaker*, Paralegal Super Conference, Washington DC, Subject: How to Get the Most Out of Software Management Tools, 2004
- *Lecturer*, Supplemental Preparation in Advocacy and Courtroom Excellence, U.S. Air Force Space Command (Held under the auspices of the U.S. Air Force Academy), 1996
- *Lecturer*, Space Command Higher Officership, Organization and Leadership Course, U.S. Air Force Space Command (Held under the auspices of the U.S. Air Force Academy), 1995

Professional Appointments

Certified Information Privacy Professional (CIPP/US), International Association of Privacy Professionals
Working Member, The Sedona Conference Working Group on Electronic Document Retention and Production

Adjunct Professor, Business Law/Contracts & Human Resources, North Texas Community College, Gainesville, Texas

Advisory Board Member, Southeastern Career Institute, Dallas, Texas, (ABA Approved Paralegal Training)