

Aimee B. Woodland

789 Fullerton, Chicago, IL 60614 (312) 111-2222 awoodland@gmail.com

Bar Admission

- Passed Illinois Bar Examination and Admitted to Practice in State of Illinois in May 2004
- Member of American Bar Association, Illinois Bar Association and Chicago Bar Association

Education

Michigan State University -Detroit College of Law

- Juris Doctorate (May 2003)
- Completion of Certification from MSU-DCL Trial Practice Institute

Michigan State University

- Bachelor of Arts Social Science (July 1998)
- Interdisciplinary Studies Law and Society
- Cognate: Economics
- Specialization: Business Emphasis

Professional Experience

Contract Assignments & Short Term Projects

Chicago, IL

(August 2004- Present)

Contract Attorney thru various staffing agencies in areas of Real Estate, Environmental Litigation, Reinsurance, and Products Liability (for firms such as Sidley Austin Brown & Wood LLP, Kirkland & Ellis, and Butler Rubi, Saltarelli & Boyd)

- Represented clients at various court hearings, collection trials and depositions
- Attended closings, prepared closing checklists, obtained transfer tax stamps and condominium letters in connection with closings
- Amended Articles of Incorporation, and filed annual reports on behalf of LLCs, and Corporations
- Drafted Condominium Declaration Amendments, liens, waiver of liens, releases and settlement agreements
- Performed legal research on behalf of clients, drafted various motions including summary judgment and motions to dismiss
- Assisted partners with review of electronic documents for relevance and responsiveness in preparation for reinsurance arbitration involving Fortune 500 companies
- Reviewed electronic documents in preparation for products liability litigation on behalf of international pharmaceutical corporation

Gardere Wynne Sewell LLP

Dallas, TX

(August 2003- July 2004)

Contract Paralegal for Commercial Litigation/Trial Section

- Assisted with preparation of exhibits for hearings and trials involving defense matters on behalf of insurance and securities clients
- Accompanied attorneys to hearings and mediations
- Performed legal research on behalf of clients, including review of documents, summaries of records, drafting motions and interrogatories
- Maintained and organized client files, document indexes, and databases

References available upon request

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EDUCATION

MICHIGAN STATE UNIVERSITY COLLEGE OF LAW East Lansing, MI
Juris Doctor May 2003

Illinois Bar - Admitted May 2004

Completion of Certificate from MSU-DCL Trial Practice Institute

MICHIGAN STATE UNIVERSITY East Lansing, MI
Bachelor of Arts Social Science July 1998

EXPERIENCE

STAFFING AGENCIES Chicago, IL
Contract Attorney August 2004 – present

- Represent clients at collection trials and depositions
- Prepare residential real estate closing checklists, obtain transfer tax stamps and condominium letters in connection with closings
- Amend Articles of Incorporation and file annual reports on behalf of LLCs, and Corporations
- Draft Condominium Declaration Amendments, liens, waiver of liens, releases and settlement agreements
- Perform legal research regarding reinsurance and products liability
- Draft summary judgment and motions to dismiss in products liability and collection cases
- Review of electronic documents for relevance and responsiveness in preparation for reinsurance arbitration involving Fortune 500 companies
- Review electronic documents in preparation for products liability litigation on behalf of international pharmaceutical corporation

GARDERE WYNNE SEWELL LLP Dallas, TX
Contract Paralegal August 2003 – July 2004

- Assisted preparation of exhibits for hearings and trials in insurance and securities matters
- Assisted attorneys in hearings and mediations
- Reviewed documents in to prepare for mediation
- Maintained and organized client files, document indexes, and databases