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CURRICULUM VITAE

EDUCATION

J.D. *cum laude*, 1997, University of La Verne College of Law
B.A., 1992, California State University, Northridge

EXPERIENCE

Online Instructor, Vermont Law School August 2018 - Present
Online courses taught: Communications, Advocacy, and Leadership; Legislation and Regulation. Outcomes and course content assessment and revision; subject matter expert.

Director of Legal Writing and Professor of Law, Concord Law School 2016 – 2018
at Purdue University Global (formerly Kaplan University until March 2018)
Online courses taught: Legal Analysis and Writing; Introduction to Legal Analysis; Advanced Legal Analysis and Writing – Litigation; Advanced Legal Analysis and Writing – Regulatory and Transactional. Designed and developed five new analysis and writing courses between 2016 - 2018, including seminar content; learning activities; videos; problem sets; discussion boards and team projects; course descriptions and requirements; course and module outcomes; course level assessments; and rubrics. Responsible for interviewing, training, and supervising all professors in the Legal Writing Department. Ongoing development and implementation of department policies, protocols, and best practices; and course audits.

Assistant Dean of Students and Professor of Law, Concord Law School 2000 – 2016
Advised and mentored 1L, 2L, 3L, and 4L students; provided academic support; supported retention efforts; coordinated student outreach; conducted online skills classes; tracked and mentored at-risk students. Counseled students on program/course and career choices. Interviewed, trained, and mentored new assistant deans; drafted law school policies and assistant dean manuals and guidelines for 1L – 4L students.

Taught Legal Analysis and Writing; Advanced Legal Writing; Introduction to Legal Analysis; Legal Writing and Test Taking; and Real Property. Strategic Plan and accreditation preparation.

Professor and curriculum developer, undergraduate legal studies Everest Online	2007 – 2014
LL.M. Academic and Curriculum Advisor, Southwestern Law School	2010 - 2011
Legal editor and exam grader, Kaplan Bar Review/PMBR	2008 – 2011
Adjunct Professor; curriculum development and revision, Kaplan Paralegal Studies and Master of Legal Studies programs	2007 - 2008
Adjunct Professor of Law, University of La Verne Law School Developed and taught Advanced Criminal Procedure, Legal Analysis and Writing, Introduction to Legal Studies, Advanced Legal Writing, Legal Research, Computer Research, and Writing Skills Labs for 1L, 2L, and 3L law school courses.	1998 - 2004
Attorney at Law Sole practitioner focusing on contract, real estate, and family law. Law and motion attorney; research and writing specialist and brief writer for high-profile criminal and civil cases in Los Angeles, including death penalty and civil rights cases.	1997 –2004

ACADEMIC COMMITTEE SERVICE

Purdue University Global Faculty Senate, Concord Admissions Committee	2017 – 2018
Multiple terms on the following committees: Concord Faculty Council (charter member), Curriculum, 1L Curriculum Revision, Student Performance, Strategic Plan, Accreditation, and Writing Across the Curriculum committees. Chaired the Examinations, Admissions, Honor Code, Faculty Conference, and Student Life committees.	2006 – 2016
Kaplan University School of Legal Studies Advisory Board	2006 – 2008
University of La Verne Law School Faculty Senate, Admissions, and Probation committees	2001 – 2004

MILITARY SERVICE

United States Air Force, 146 th Aeromedical Evacuation Squadron, California Air National Guard, Channel Islands, CA Medical Services Officer; Aeromedical Evacuation Technician; Officer in Charge of Personnel/Administration; Non-Commissioned Officer in Charge of Security Clearances; Medical Flight Examiner and Instructor; Desert Storm veteran.	1981 – 1985; 1989 – 1998
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PUBLISHED ARTICLES

Editor in Chief, University of La Verne College of Law, Journal of Juvenile Law, 1997
Copy Editor, University of La Verne College of Law, Journal of Juvenile Law, 1996

Articles published:

- *The Fourteenth Amendment's Equal Protection Clause and Transgender Students: The Plight of Gavin Grimm*, CONCORD LAW SCHOOL, PURDUE UNIVERSITY GLOBAL (April 12, 2018), <https://www.concordlawschool.edu/blog/equal-protection-clause-transgender-students/>.
- The Indian Child Welfare Act: Its Impact on Unknowing Adoptive Parents, 17 J. Juv. L. 32 (1996)
- Case in Brief: *In the Matter of Adoption of J.M.F.*, 17 J. Juv. L. 159 (1996)
- Case in Brief: *Straub v. B.M.T. by Todd*, 17 J. Juv. L. 163 (1996)
- Case in Brief: *In re C.R.H.*, 17 J. Juv. L. 194 (1996)

CURRENT MEMBERSHIPS and LICENSES

California State Bar
The Legal Writing Institute
Florida Department of Real Estate (Broker)