

# Allison J. Marani

210 Schooner Drive • Savannah, GA 31410 • (912) 480-7070 • Allison.Marani@gmail.com

## Objective

I lived abroad for the past two years as a result of my husband's commitments in Germany and the Middle East. Having recently returned to Savannah, I am eager to rejoin the competitive and challenging practice of law. I look forward to applying my research skills, communication abilities, and passion, while developing my knowledge and experience.

## Overview & Qualifications

- 2+ years as a high-volume litigator
- Demonstrated track record of success with litigation strategies and case resolution
- 3+ years as an Operations Manager and Strategic Account Executive at real estate due diligence firm
- Proficient with Microsoft Office and familiarity with various discovery and data management systems
- Team player with excellent organizational, analytical, and negotiation skills and a strong desire to learn

## Experience

### EnviroCheck Solutions, Inc.

*Strategic Account Executive*, 12/2013 – Present; *Operations Analyst*, 02/2010 – 01/2012

Remote position while living abroad; maintain customer accounts and product customizations; review and approve vendor relation contracts, partnership agreements, and joint advertising contracts; define client pricing schedules; prepare and analyze environmental information for lenders, environmental professionals, and corporate communities; determine and manage environmental risk as it relates to subject properties; maintain company Geocoded database to accurately reflect multiple state and national databases; maintain multiple business accounts to ensure accuracy and payments to third-party vendors.

### Weiner, Shearouse, Weitz, Greenberg & Shawe, LLP

*Contract Associate*, 07/2013 – 10/2013

Contract assignment before relocation abroad; recruited to join firm's litigation team and assist with high-profile defense; prepared lengthy and comprehensive dispositive motions, including various motions to dismiss, motions for sanctions, and motions for summary judgment; extensive document review; further participation in employment litigation, corporate litigation, commercial agreements, and real estate transactions; completed research and special projects as assigned.

### Ford, Walker, Haggerty & Behar, LLP

*Associate*, 05/2012 – 06/2013

Specialized in medical malpractice defense; completed initial litigation strategies for all assigned cases; drafted and filed complaints; participated in all aspects of the discovery process, including drafting requests and responses, taking depositions, and drafting and defending motions to compel; additional motion practice, including motions for summary judgment and motions in limine; conducted new client interviews and meetings with experts; general court appearances; document review; research as needed.

## Initiative Legal Group, APC

*Associate*, 01/2012 – 05/2012

Interviewed potential class members with respect to alleged employment violations; reviewed financial records and commercial agreements to evaluate potential settlement figures; drafted class member declarations in support of motions to certify the class; researched and drafted various motions including lengthy motions to certify the class; completed research projects as assigned.

## Donahue & Horrow, LLP

*Law Clerk*, 08/2010 – 11/2010

Provided professional support and assistance to the managing partners and associates, including drafting and filing complaints, motions, discovery requests, and declarations; participated in pre-trial preparation, including expert and witness depositions; prepared research memos, checked citations, and completed individual tasks as assigned.

## Signatures Network, Beverly Hills, California

*Assistant to Vice President of Licensing*, 06/2007 – 07/2008

Drafted, reviewed, and revised Scope of Work documents; reviewed content briefs for appropriate merchandising opportunities; reviewed and revised company insertion orders; prepared product presentations to outline potential merchandising opportunities; reviewed creative material; performed contract research and maintained contract database; managed calendar, daily scheduling, and client relations; completed special projects as necessary for the CEO including trademark inquiries, coordinating image releases, and updating image and licensing library.

## Education

### Southwestern Law School, Los Angeles, California

*Juris Doctor*, May 2011

*Oralist Honors Award*, Los Angeles Moot Court Competition, 2009

*Invitee*, Argentina International Law Summer Abroad Program, Buenos Aires, 2009

*Member & Representative*, Dorsey High School, Teen Court & Street Law, 2008 – 2011

*Member*, Southwestern Environmental Law Society, 2010 – 2011

### University of Southern California, Los Angeles, California

*Bachelor of Science*, Music Industry, May 2007

*Secretary*, Live Music Production and Promotion (Association)

## Admitted

State Bar of California, December 2011

State Bar of Georgia, *Awaiting bar results*

*References and writing sample furnished upon request.*