

LaTosha L. Coleman, Esq.

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EDUCATION

Western Michigan University

Cooley Law School

Lansing, MI

J.D., Litigation, May 2008

- Thomas M. Cooley Law Review, *Senior Associate Editor*
- Client Counseling Competition, *Regional Champion*
- Certificate of Merit: *Client Counseling*
- Dean's List & Honor Roll
- Grade Appeals Magistrate

University of Missouri-Columbia

Columbia, MO

B.A., Interdisciplinary Studies, August 2000

PROFESSIONAL ADMISSIONS AND AFFILIATIONS

- State Bar of Maryland
- Maryland State Bar Association
- Bar Association of Montgomery County, Maryland
- J. Franklyn Bourne Bar Association, Inc.
- DC Volunteer Lawyers Project

PROFESSIONAL EXPERIENCE

Rismiller Law Group, LLC

Rockville, MD

Associate Attorney (January 2014-present)

- Litigate areas of family law including divorce, child custody, child support, property determination and division, and protective order hearings
- Draft pleadings, motions, discovery requests, separation agreements, and correspondence to advance our clients' goals and interests
- Represent clients at trials, hearings, and mediation

McKinney & Associates, PLLC

Alexandria, VA

Associate Attorney (July 2012-January 2014)

- Worked in partnership with principal attorney on employment litigation including Title VII, ADA, and Federal FMLA claims
- Drafted confidential settlement correspondence that clearly and concisely described the client's potential claims, events that support legal claims, and proposals for amicable resolution
- Responsible for drafting pleadings including complaints, motions in opposition to summary judgment, and correspondence to opposing counsel and clients
- Contributed to developing case strategy for the majority of client matters
- Assisted in client representation throughout the course of mediation and settlement negotiations

McKinney & Associates, PLLC

Washington, DC

Legal Assistant (December 2010-June 2012)

- Conducted intake interviews of potential new clients
- Edited pleadings, agreements, and correspondence submitted to court, opposing counsel, and clients
- Performed legal research of employment law issues specifically in preparation for discovery and litigation

WomenHeart Washington, DC

Executive Assistant (October 2008-December 2010)

- Provided administrative support to the Chief Executive Officer including document preparation, report generation, invoice and expense reimbursement
- Established and maintained professional relationships with the Chief Executive Officer's key contacts

Law Office of Thomas S. Hirsbrunner Lansing, MI

Law Clerk (January 2008-April 2008)

- Drafted legal memorandums and motions
- Conducted legal research with a focus on criminal cases
- Assisted in criminal trials and client intake interviews

Michigan Tax Tribunal Lansing, MI

Department of Energy, Labor & Economic Growth

Law Clerk (September 2007-January 2008)

- Performed legal research and prepared orders
- Assisted Tribunal members during hearings
- Reviewed, analyzed, and summarized testimony and evidence in preparation for drafting Tribunal final written decisions
- Drafted and edited Tribunal final decisions

Cooper & Walinski, LPA Toledo, OH

Law Clerk (Summer 2007)

- Conducted legal research focused on creating corporations, represented clients in a professional liability claim, and defended a healthcare provider
- Drafted numerous memorandums and motions
- Prepared clients for deposition testimony and assisted in representation of deposed client

Western Michigan University Cooley Law School Lansing, MI

Student Assistant (January 2006-May 2007)

- Assisted the Director of Alumni Relations with student and alumni events
- Processed information into Alumni database

Phoenix Programs Columbia, MO

Case Manager (August 2002-July 2003)

- Gathered resources for homeless clients to obtain housing and employment
- Developed aftercare plans for substance abuse clients
- Coordinated Family Day: an event held every six weeks to educate clients and family members about substance abuse

University of Missouri-Columbia Columbia, MO

Registration Supervisor (February 2002-August 2002)

- Supervised a staff of four student workers
- Managed profits from orientation program that totaled over one million dollars

University of Missouri-Columbia Columbia, MO

Admissions Representative (August 2000-January 2002)

- Presented to large and small groups totaling over 12,000 students and parents in Missouri, Illinois, and Kansas
- Advised and trained student recruitment teams