

JENNIFER O. SCHIFFER

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PROFESSIONAL EXPERIENCE

PELS ANDERSON, LLC

Partner

Associate

Bethesda, MD & Alexandria, VA

March 2011-Present

February 2009-March 2011

Worked on Chapter 7, 13 and 11 bankruptcies for individuals and businesses and represented debtors and creditors, including consulting with clients; drafting bankruptcy petitions; attending meetings of creditors; filing various motions. Worked on advising corporations, limited liability companies and partnerships as to structuring, formation and operation, including drafting articles of incorporation or organization; drafting bylaws, shareholders agreements and operating agreements and obtaining state specific qualifications and licenses. Worked on all aspects of civil litigation matters, including drafting complaints, motions for summary judgment and other pleadings; taking depositions; arguing various motions; arguing trials. Worked on loan modifications for individuals seeking financial assistance. Worked on foreclosures for banks, including drafting foreclosure documents; selling property; defending law suit to stop foreclosure. Worked on renegotiating commercial leases. Worked on drafting wills and trusts, probate and estate administration. Worked on resolving issues for title company.

REED SMITH LLP

Associate, Commercial Real Estate Practice Group

Falls Church, VA

September 2006-January 2009

Worked on teams that closed development, acquisition and construction loans for commercial lenders and borrowers, including drafting loan documents; preparing corporate entities and resolutions; negotiating terms of loan documents; reviewing title reports and surveys. Worked on team that restructured commercial real estate loan, including reviewing loan documents; drafting default letters; reviewing judgments. Worked on teams that closed sales and acquisitions of commercial properties and raw land, including drafting purchase agreements; reviewing leases and other due diligence. Worked on teams that closed leases for commercial real estate for landlords and tenants, including drafting leases; negotiating leases. Worked on team that closed a multi-million dollar bond from Fairfax County, including drafting bond documents and loan documents; preparing corporate entity and proper resolutions; conducting legal research; negotiating management agreement.

REED SMITH LLP

Summer Associate

Falls Church, VA

Summer 2005

Worked in Real Estate, Corporate, Litigation, Health Care, and Intellectual Property Practice Groups, including drafting corporate resolutions, articles of incorporation and bylaws; drafting loan documents; conducting legal research; drafting legal memoranda.

RIGGS BANK, N.A./PNC BANK, NATIONAL ASSOCIATION

Corporate and Institutional Lending Analyst

Washington, D.C.

Summers 2002-2004, Fall 2004

Analyzed financial statements and documented loan transactions, including commercial real estate transactions.

EDUCATION

VANDERBILT UNIVERSITY LAW SCHOOL

J.D.

Nashville, Tennessee

May 2006

Law & Business Certificate program; Best Oralist Award for Appellate Brief; Moot Court Competition Octofinalist; Mock Trial Octofinalist; Phi Delta Phi Legal Fraternity

VANDERBILT UNIVERSITY

Bachelor of Arts, *cum laude*

Nashville, Tennessee

May 2003

Major: Economics; Minor: Business Administration

College Scholar; *The Vanderbilt Hustler*, Managing Editor, Associate Editor, Sports Editor, Assistant Sports Editor and Staff Writer *The Vanderbilt Hustler*, Pacemaker Award, 2002 and 2003 (college media equivalent of Pulitzer)

Southeastern Journalism Award for Sports News Article, Honorable Mention and for Column Writing, Third Place.

BAR MEMBERSHIPS

Virginia, 2006; District of Columbia, 2007; Maryland, 2009