

## MARTINE JEAN

Phone: 240.505.5391 Email: martine.jean1@gmail.com

### EDUCATION:

**University of Baltimore School of Law**  
Baltimore, MD

J.D., May 2008

**Howard University**  
Washington, DC

B.A., Political Science, May 2003  
Minor-Business Administration

### PROFESSIONAL EXPERIENCE:

**Martine Jean Law Office, LLC**  
Greenbelt, MD

January 2011 until Present

*Attorney:* Represent clients in custody, divorce, child support modifications, criminal defense, draft wills, prepare settlement agreements, represent clients in DUI and civil defense.

**Morgan Stanley Smith Barney**  
Washington, DC

April 2010-November 2010

*Financial Advisor:* Advise clients on investments in stocks, bonds, and insurance. Assist clients with home refinancing. Create financial plans and provide bond cash flow analysis.

**Esquire Solutions**  
Washington, DC

*Document review temporary assignment:* Review documents in Spanish for relevance in Nova Nordisk matter with ReedSmith LLP regarding the Foreign Corrupt Practices Act.

**Clutch Group**  
Washington, DC

October 2009-October 2009

*Document Review temporary assignment:* Review documents in Spanish at Jones Day for relevance in Chevron Petroleum "Rio Agrio" matter.

**Akima DTSV Records Management, LLC (Department of Justice Civil Division)**  
Washington, DC

August 2009-October 2009

*Records Clerk temporary assignment:* File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order, or according to subject matter, and classification system, search for and investigate information contained in files, insert additional data on file records, complete reports, keep files current, and supply information from file data. Classify material when classification is not readily discernible. Dispose of obsolete files in accordance with established retirement schedule and legal requirements. Copy records. Type labels and reports. Make calculations or use calculating machine to keep files current.

**Zoe Networks Inc.**  
Washington, DC

February 2009-December 2009

*Government Relations Policy Analyst/Executive Vice President:* Provide assistance in formation of non-profit organization. Preside at Board meetings. Have ultimate approval for selecting information to be sent to the Board. Have ultimate approval of Board agenda. Ensure that directors understand investor concerns. Promote effective relationships and open communication, both inside and outside the boardroom, between the independent directors and the management team. Review possible committee assignments each year. Assist in collection, formatting, disposition of program and financial information. Read and interpret guidance from oversight entities to ensure program adherence to financial regulations and policies. Compiled and reviewed budgets to provide for proper financial administration. Prepare and analyze comparative evaluation of actual costs against budgeted funds and determined rationale for the variances between costs and budget

**Maryland Judiciary-Maryland State Law Library**  
Annapolis, MD

January 2008 – December 2008

*Web Content Coordinator:* Provide legal content for the Peoples Law Library website; develop and manage legal information on the website by coordinating a network of attorney contributors who are involved in public interest legal services; conduct legal research, writing and editing of materials not provided through other sources. I provided content for the Peoples Law Library website that provides information to the general public on employment law, disabilities law, civil rights, consumer rights, criminal procedure, social security law, family law, mediation, arbitration, housing, and domestic violence.

I met tight deadlines for organizing annual meetings, providing agendas, and creating documents summarizing the progress of the website. I analyzed patron usage and dedicated resources to adding content on the most used area of the website. I responded to patron inquiries for legal information and reported statistics to the web content committee. I suggested new areas of law that should be covered and provided legal content for these areas. Some new areas I suggested included adding a teen resource section, HIV resource database, and cross marketing the

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Peoples Law Library website with other Maryland Law Libraries. Some of these suggestions were later implemented by the team. I created content for the consumer law section providing the over 100,000 patrons with information about avoiding identity theft and resources for reporting identity theft.

### **University of Baltimore Office of Technology Services** Baltimore, MD

July 2007 – May 2008

*Help Desk Technician:* Under general supervision, provide technical software, hardware and network problem resolution to all District computer users by performing question/problem diagnosis and guiding users through step-by-step solutions in a call center environment; clearly communicate technical solutions in a user-friendly, professional manner; provide one-on-one end-user training as needed; assist Network Technicians; troubleshoot network printer problems; pass more complex end-user problems on to Network Technicians; conduct hardware and software inventory database maintenance and reporting; and perform related work as required.

### **University of Baltimore Law Library** Baltimore, MD

January 2007 – October 2007

*Library Assistant:* Supervise and maintain complex filing systems. Assisted student and faculty research; processed books and periodicals; provided training for new employees. Provide Lexis/Nexus training. Assign barcodes to patrons. Maintain library equipment. Assists patrons accessing library database.

### **States Attorney Office for Baltimore City** Baltimore, MD

June 2007 – August 2007

*Law Clerk:* Research and writing of legal memoranda in criminal matters. Write memoranda and occasionally recommends questions for a Prosecutors use at oral argument. Create exhibits for use at trial. Gather evidence from medical examiners and other experts for use at trial. Read recent opinions and professional journals to keep current on legal issues.

### **Equal Employment Opportunity Commission** Baltimore, MD

January 2007 – May 2007

*Law Clerk:* Research and writing of legal memoranda, draft opinions and orders in all types of matters, Examine briefs, case records and legal authorities. Write memoranda and occasionally recommends questions for a judge's use at oral argument. Recommend disposition of cases, and under guidance of a judge, drafts decisions, orders, finding of fact and other legal documents for judge's review and approval. Read recent opinions and professional journals to keep current on legal issues. Assist judge authoring an opinion to incorporate or reconcile suggestions made by other judges; provide technical review of proposed opinions and alert judge to errors of fact and law; act as a sounding board for the judge; maintain the law library.  
I provided advice and assistance in the identification, definition, and resolution of civil rights issues and their causes, utilizing knowledge of civil rights and equal opportunity laws, programs, and principles.

### **National Associates, Inc/Fannie Mae** Washington, DC

May 2003 – February 2006

*Consultant:*

- Enterprise Systems & Operations- processed requests for new software/upgrades; updated software tracking database from initial request through purchase; update share point cite; created surveys for software committee; approve new software/upgrades.
- Single Family- Wrote scripts and performed test on Condo Project Manager 1.2 release. Reported problem reports with software. Co-Presenter Introduction to Interest First Training for Lenders.
- Corporate Risk Insurance Management- processed claims related to Officer Liability, site, and slip and fall and tracked insurance claims.
- Law & Policy- Performed document review; document production; cite checking; and legal research; maintained calendar by making appointments; arranging conferences and meetings; making travel arrangements; created PowerPoint presentations; produced Excel Spreadsheets; and processed expense reports.
- HR/Talent Development Center- maintained personnel records; updated class rosters; created training materials for employees at all levels; organized seminars and team building retreats, organized executive coaching lessons.

### **McCollum & Associates** College Park, MD

August 2005 – October 2005

*Paralegal:* Conduct client interviews and maintain general contact with the client. Locate and interview witness. Conduct investigations and statistical and documentary research. Conduct legal research. Prepare legal documents. Researched background information related to legal issues, gathered records and files. Draft correspondence and pleadings. Summarize depositions, interrogatories and testimony. Attend executions of wills, real estate closings, depositions, court and administrative hearings and trials with attorney.

### **The Honorable Larnzell Martin, Maryland Circuit Court,** Upper Marlboro, MD

May – August 2005

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*Law Clerk:* Research and writing of legal memoranda, draft opinions and orders in all types of circuit matters, including appeals from county court (both civil and criminal), complex civil litigation, constitutional questions, complex family law cases and criminal matters, including post conviction motions and related civil matters such as petitions for extraordinary relief filed by or on behalf of sentenced inmates, pretrial detainees and other litigants. Examine briefs, case records and legal authorities. Write memoranda and occasionally recommends questions for a judge's use at oral argument. Recommend disposition of cases, and under guidance of a judge, drafts decisions, orders, finding of fact and other legal documents for judge's review and approval. Read recent opinions and professional journals to keep current on legal issues. Assist judge authoring an opinion to incorporate or reconcile suggestions made by other judges; provide technical review of proposed opinions and alert judge to errors of fact and law; act as a sounding board for the judge; maintain the law library.

**US Army Reserve**  
Ft. Meade, MD

August 1999 – March 2008

*Army Reservist:* 444<sup>th</sup> Battalion Det. 2 Network Administrator; set up configure; and support internal and or external networks. Responsible for maintaining all systems; applications; security; and network configurations. Troubleshoot performance issues. Network administration (including backup, security management, user account management, e-mail systems including e-mail web server, internet access, office systems and applications support). Support server, network and desktop hardware, software and applications. Perform technology needs analysis. Roll out hardware and software to ensure optimal deployment of resources. Plan, implements, and supports the network and computing infrastructure plan. Manage small to medium sized projects according to agreed upon budgets and schedules. Assist with technology planning through ongoing research.

**Howard University,**  
Washington, DC

August 2001 – May 2003

*Library Assistant:* Assisted student and faculty research; processed books and periodicals; provided training for new employees; participated in the implementation of new collection development and acquisition routines by documenting new procedures. Assist patrons accessing library database. Provide barcodes and library cards.

**Choice Point Inc./Equifax**  
Vienna, VA

September 1995 – September 1998

*Location Specialist/Child Support Investigator:* Interview client to obtain information, such as relocation of absent parent, amount of child support awarded, and names of witnesses. Interview and discuss case with parent charged with nonpayment of support to resolve issues in lieu of filing court proceedings. Review files and criminal records to develop possible leads, such as previous addresses and aliases. Prepare file indicating data, such as wage records of accused, witnesses, and blood test results. Perform child support functions and collection for government agencies; locate absent parents throughout the United States; review consumer credit reports; conduct skip tracing with creditors; implemented training course for new employees and assisted in supervision of employees; conduct investigations of defective products for the Consumer Product Safety Commission.

### Languages

Spanish- read, write, and speak fluently

### Computer Skills

**Operating Systems-** MAC, Windows

**Programming Languages-** HTML

**Applications-** Lexis/Nexis, PowerPoint, Project, MS Office, Visio, Sharepoint, Excel, Access, MS Publisher, Front Page, Dreamweaver, E-Test Suite, Microsoft Office, Lotus Notes, Clear Case, Clear Quest, Timeslips, Abacus, PCLaw, Peoplesoft, ARTS Data Management, Time Matters, Catalyst, Summation, Concordance, Adobe, EDGAR

### Licenses

United States District Court for the District of Maryland, Maryland State Bar, Series 7 securities license (not active), Series 66 state securities license (not active), Maryland Life, Health & Accidental Death Insurance license,

### CLASSES TAUGHT

INTEREST FIRST FOR LENDERS

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**VOLUNTEER ACTIVITIES AND RECOGNITIONS:**

- MVLS Foreclosure
- Homeless Person Representation Project 2010
- Barack Obama Presidential Inauguration Committee- January 2009
- International Rescue Committee April 2008
- Litigation Skills Fellow- August 2007- May 2008
- United Catholic Charities Hispanic Apostolate Immigration Legal Services Office- October 2007
- District of Columbia Employment Justice Center- intake August 2005
- Special Olympics, Volunteer- May 2003
- National Society for Collegiate Scholars- August 2002