REENA E. PARAMBATH

Drexel University Earle Mack School of Law
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EDUCATION

J.D., May 1991, James E. Beasley School of Law at Temple University, Philadelphia, PA
B.A. (Psychology), May 1988, University of Pennsylvania, Philadelphia, PA

EXPERIENCE

DREXEL UNIVERSITY EARLE MACK SCHOOL OF LAW **04/07-Present**
3320 Market Street, Philadelphia, PA 19104
Director of Co-op Program & Associate Teaching Professor **01/09-Present**
Director of Co-op Program & Assist. Professor of Co-operative Education **03/08-12/08**
Assist. Professor & Coordinator of Co-operative Education **04/07-03/08**

Administer the Co-op Program for the law school by setting short term and long term goals for the Program, create and update written material explaining the Program and its goals, implement procedures, policies and best practices for accomplishing Program goals, utilize technology to efficiently administer the Program and establish mechanisms to measure progress and overall Program success.

Develop new co-op partners and manage relationships with existing partners. Develop protocol for selecting, retaining, training, and supervising partners, communicate with prospective and existing co-op partners, and promote events to keep partners and prospective partners connected with the law school.

Oversee and administer the placement of students in co-op positions. Establish and update procedures for placement, create written material explaining procedures to students and partners, maintain updated information describing available co-op positions for students, counsel and supervise students during the placement process, communicate with co-op partners during the placement process, and plan for and present workshops, panel presentations and orientation sessions for students and partners.

Teach Lawyering Practice Seminar, the classroom component of co-op placement, and upper level writing classes such as Litigation Drafting.

WIDENER UNIVERSITY SCHOOL OF LAW **01/06-05/07**
4601 Concord Pike, Wilmington, DE 19803-0474
Adjunct Professor, Legal Methods I, II and III
Taught legal research and writing to first year and upper class law students. Planned for and presented lectures on the legal paradigm, case reading and analysis, rule extraction and outlining, written and oral advocacy, print and computer assisted legal research, editing and proofreading and professional ethics and responsibilities in writing. Created and utilized meaningful exercises to develop student skills in research, writing, analysis and advocacy. Provided critique of student written and oral work. Motivated students in class and during conferences.

Contract Attorney at Law and Professional Writer **04/06-04/07**
Practiced law under contract with law firms. Wrote law firm marketing case studies under contract with Mosaic Partners LLC, a marketing firm.

RAWLE & HENDERSON LLP **01/99-04/06**
1339 Chestnut Street, Philadelphia, PA
Partner **2002-2006**
Associate **1999-2001**

Litigation Experience
Maintained active litigation practice in diverse areas of law such as general casualty negligence, products liability, contracts, collection, employment law and municipal law. Drafted pleadings, briefs, motions, memoranda and opinion letters. Negotiated settlements, took and defended depositions, researched novel legal issues, arbitrated and tried cases.

Transactional Experience
Negotiated and drafted leases, agreements of sale, loan closing instruments, non-disclosure agreements and licensing agreements for private clients. Drafted unanimous consents, resolutions, service contracts, escrow agreements, easement agreements and proofs of claim for municipal sewer authority client. Counseled municipal clients regarding bankruptcy issues.

Management Experience

- Created and developed new practice group in collection and execution for firm.
  - Secured clients, developed practice procedures and created template forms for court filings, client reporting and invoicing.
  - Established streamlined processes utilizing technology such as LawBase for case management and merge functions to create mass dunning letters, pleadings and reports.
  - Drafted firm's training manual on fair debt collection practices.

- Managed the collection unit for six years.
  - Trained and supervised Associates, Legal Assistants and support staff in collection and execution practice.
  - Administrated over 1000 accounts and generated over 1.5 million in yearly receivables for client during contract term.
  - Interviewed potential job candidates and participated in hiring and disciplinary decisions.
  - Motivated unit staff to meet monthly collection goals.
  - Resolved internal and external conflicts involving staff, clients and third parties.

Marketing Experience

- Secured long-term legal services contracts with municipal clients for firm.
- Drafted and submitted several major proposals for legal services in response to Requests for Proposal in competitive bidding process.
- Skilled at evaluating client needs and long-term goals and tailoring scope of services to address needs based upon goals and budgetary constraints.
- Developed and implemented personal marketing plan to penetrate new market and expand business from existing clients within allotted budget.
- Made numerous oral and PowerPoint presentations to existing and potential clients.
- Authored articles regarding relevant legal topics for firm's quarterly publication.

CITY OF PHILADELPHIA LAW DEPARTMENT **1991-1999**
1515 Arch Street, Philadelphia, PA
Assistant City Solicitor

- Defended various City Departments and employees in personal injury and property damage claims.
- Prosecuted environmental, building, housing, zoning and health code cases.
- Counseled senior level City officials on substantive legal and policy issues.
- Routinely handled cases which were politically sensitive, involved the public interest and attracted media attention.

BAR ADMISSION

- Pennsylvania (active) and New Jersey (inactive)
- United States District Court for the Eastern District of Pennsylvania

COMMUNITY ACTIVITIES

- Volunteer Child Advocate, The Support Center for Child Advocates, Phila., PA
- Member, Delaware County Bar Association, Pennsylvania Bar Association & American Bar Association

COMPUTER SKILLS

- Operating Systems: Windows and Macintosh
- Software: Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook)
- Internet Explorer, Westlaw and Lexis-Nexis
- ANGEL software, Smart Board and Westlaw's The West Education Network

PRESENTATIONS

1. *The Use of Professional Meetings as a Tool to Help Students Distinguish Themselves in Field Placements*, Externships 5 Responding to Changing Times, Miami, Fl, March 5, 2010.

2. *Facilitating Change Through Technology – Employing Online Technologies to Fuel Teaching Excellence*, AALS Conference on Clinical Legal Education, Baltimore, MD, May 8, 2010.