

Mila Allison

☎ (410) 555-6824 ✉ mila.allison@example.com 💼 linkedin.com/example/milaallison 📍 Baltimore, MD 21201

SUMMARY

Higher education attorney with four years of practicing attorney experience across university counsel and public sector legal work. Advises academic leaders, administrators, faculty, staff, Human Resources, procurement teams, and student facing offices on FERPA, student affairs, employment matters, contracts, public records, civil rights compliance, and regulatory questions. Uses Westlaw to research statutes, regulations, case law, and administrative guidance, then translates legal developments into practical advice for nonlawyers. Drafts and negotiates services, technology, affiliation, license, and sponsored program agreements while protecting privilege and managing institutional risk. Supports investigations, administrative responses, discovery, **litigation holds**, subpoenas, policy updates, and compliance training. Maryland Bar member in **good standing** with sound judgment, discretion, organized **matter management**, and experience coordinating sensitive work across **competing deadlines**.

EXPERIENCE

Assistant University Counsel

October 2024 - Present

Harbor City University

Baltimore, MD

- Provide day to day legal counsel across academic and administrative operations, supporting student affairs, employment, contracting, records, compliance, investigations, and litigation matters under senior university counsel.
- Counseled academic units on **FERPA**, conduct procedures, contracts, policy interpretation, and **regulatory compliance**.
 - Researched Title IX, **Section 504**, ADA, Title VI, and **Title VII** through Westlaw.
 - Drafted technology, affiliation, license, services, and sponsored program agreements with procurement partners.
 - Prepared privileged assessments for **accommodations**, leave, discipline, separation, and employee grievances.
 - Coordinated litigation holds, discovery collections, subpoenas, and public records reviews across university offices.
 - Updated privacy **policies** and delivered compliance briefings that clarified operational duties for administrators and staff.

Assistant Counsel

October 2022 - September 2024

Maryland Office of Administrative Law Services

Annapolis, MD

- Managed public sector advisory and administrative matters, delivering research, **drafting**, investigation, procurement, employment, records, and litigation support for attorneys and program officials.
- Managed concurrent advisory matters through **Westlaw** research, legal memoranda, correspondence, and recommendations.
 - Reviewed procurement documents, **memoranda of understanding**, service agreements, and policy language for statutory issues.
 - Prepared agency responses, **position statements**, chronologies, and witness materials for employment disputes.
 - Coordinated **litigation holds**, subpoena responses, and public information requests with privilege review.
 - Organized investigation evidence and interview materials for **compliance reviews** requiring supervisory counsel escalation.
 - Tracked authorities, deadlines, and matter status through document management tools for timely delivery.

PROJECTS

University Records and Privacy Review 📅 2025

Partnered with student services and records teams to review privacy practices, clarify FERPA workflows, and turn legal guidance into usable procedures for daily operations.

Public Sector Procurement Agreement Review 📅 2024

Worked with procurement staff and supervising counsel to identify statutory concerns in vendor agreements and improve review materials before approval.

LEADERSHIP & AWARDS

- Maryland Bar admission, active member in good standing since 2022.
- Selected for sensitive public sector advisory matters involving employment, records, investigations, and regulatory review.
- Entrusted with university counsel work spanning student affairs, contracts, compliance, and litigation support.

EDUCATION

Juris Doctor

2022

University of Baltimore School of Law GPA: 3.5

Baltimore, MD

Coursework: Higher Education Law, Employment Law, Contracts, Legal Research

Bachelor of Arts in Political Science

2019

Towson University GPA: 3.5

Towson, MD

Coursework: *Constitutional Law, Public Policy, Civil Rights, Government Institutions*

CERTIFICATIONS

- Maryland Bar, Active and in Good Standing 📅 2022
- Juris Doctor 📅 2022

TECHNICAL SKILLS

- **Legal Research Platforms:** Westlaw, LexisNexis, legal databases
- **Higher Education Law:** FERPA, Title IV, NCAA compliance
- **Civil Rights Compliance:** Title VI, Title VII, Title IX
- **Accessibility Law:** Section 504, ADAAA, accommodations
- **Student Affairs:** Student conduct, due process, grievances
- **Employment and Labor:** Leave, discipline, wage and hour
- **Contract Drafting:** Services agreements, licenses, leases
- **Research Agreements:** Sponsored research, grants, affiliations
- **Public Procurement:** Competitive solicitations, sole source, contract administration
- **Litigation Support:** Litigation holds, discovery, outside counsel
- **Records and Investigations:** Subpoenas, public records, internal investigations
- **Legal Technology:** Document management, matter tracking, office technology

SKILLS

- | | | | |
|-------------|----------------------|-------------------------|--------------------------|
| • FERPA | • Legal research | • Student affairs | • Discovery coordination |
| • Title IX | • Client counseling | • Employment law | • Legal writing |
| • Contracts | • Policy drafting | • Regulatory compliance | • Matter management |
| • Westlaw | • Public procurement | • Public records | |

PROFESSIONAL AFFILIATIONS

- Maryland State Bar Association, member focused on public service and legal practice.
- Higher education legal community, engaged with student privacy, civil rights, employment, and governance issues.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST