

Zara Wilcox

📞 (847) 555-3186 ✉️ zara.wilcox@example.com 💼 linkedin.com/example/zarawilcox 📍 Evanston, IL 60201

SUMMARY

Public sector investigations attorney with six years of experience handling government ethics, employment matters, administrative investigations, and confidential case analysis. Develops evidence based case strategy with investigators, evaluates documentary and testimonial evidence, and researches statutes, regulations, policies, labor issues, and disciplinary questions. Drafts investigative reports, legal memoranda, subpoenas, **document requests**, **discovery materials**, pleadings, briefs, and recommendations that help decision makers resolve sensitive matters. Participates in interviews, prepares witness examinations, reviews public source information, and identifies gaps requiring further inquiry. Illinois licensed attorney with a Juris Doctor and successful **Uniform Bar Examination** completion. Communicates clearly with agency leaders, supervisors, government partners, and law enforcement contacts while exercising independent judgment and protecting **confidential information**.

EXPERIENCE

Senior Investigative Counsel

January 2024 - Present

Midwest Public Accountability Commission

Chicago, IL

Directs legal work for sensitive public integrity investigations, partnering with investigators and agency leaders on case strategy, evidence evaluation, written findings, and recommended action. Maintains **independent judgment**, confidentiality, and practical guidance across concurrent matters involving ethics, employment, discipline, policy, and administrative requirements.

- Directed ethics investigations with investigators, preserving independent factual assessment and confidential case handling.
- Drafted findings reports linking **allegations**, interviews, records, law, conclusions, and **recommended action**.
- Prepared **subpoenas** and document requests, revealing evidentiary gaps during responsive record review.
- Built interview outlines and reviewed memoranda, correcting omissions before investigative decisions.
- Researched ethics statutes and agency policies, translating **legal issues** into practical guidance.
- Coordinated with agencies and **law enforcement** contacts, supporting pleadings and testimony preparation.

Associate Attorney

September 2021 - December 2023

Great Lakes Labor and Ethics Counsel

Naperville, IL

Managed internal investigations and contested employment matters involving workplace conduct, policy compliance, labor issues, discipline, and ethics. Produced defensible records, **legal analysis**, discovery materials, and hearing preparation while balancing concurrent deadlines and incorporating feedback from supervising attorneys and client representatives.

- Managed workplace investigations, organizing records and witness accounts into defensible factual files.
- Wrote briefs and memoranda on **labor**, **employment**, discipline, and ethics questions.
- Prepared deposition outlines and witness examinations around disputed facts and corroborating **evidence**.
- Reviewed personnel records and public sources, isolating inconsistencies requiring additional inquiry.
- Drafted **discovery** responses and **document requests** while protecting privilege and confidentiality.
- Balanced concurrent matters, giving supervisors concise status updates and practical risk analysis.

Assistant Counsel

October 2020 - August 2021

County Administrative Law Office

Waukegan, IL

Supported government attorneys on administrative and employment matters through **legal research**, file analysis, hearing preparation, correspondence, and deadline tracking. Converted supervisor feedback into accurate work product while protecting sensitive information and communicating professionally with agency personnel and outside parties.

- Researched statutes, regulations, local policies, and procedures for **administrative** matters.
- Drafted research memoranda and filings, incorporating supervisor feedback into accurate final work.
- Organized case files and chronologies, flagging relevance, confidentiality, and follow up issues.
- Prepared exhibit lists and witness questions tied to hearing **evidence** and case records.
- Maintained matter logs and deadlines using Word, **Outlook**, and **Excel**.
- Communicated with agency staff and outside parties, escalating substantive legal questions appropriately.

PROJECTS

Public Integrity Case Review 📅 2025

Partnered with investigative staff on a sensitive case review, combining interview records, public source material, and policy analysis into a clear decision document.

Administrative Hearing Preparation 📅 2023

Worked with counsel and witnesses to organize exhibits, examination questions, pleadings, and factual chronologies for a focused administrative proceeding.

LEADERSHIP & AWARDS

- Senior Counsel Recognition, acknowledged for clear findings and steady judgment in sensitive public integrity investigations.
- Public Service Legal Writing Award, recognized for concise analysis supporting administrative and employment decisions.

EDUCATION

Juris Doctor 2020
Loyola University Chicago School of Law GPA: 0 *Chicago, IL*
Coursework: Legal research, administrative law, employment law, professional responsibility

Bachelor of Arts in Political Science 2017
Illinois State University GPA: 0 *Normal, IL*
Coursework: Public policy, constitutional law, government ethics, political institutions

CERTIFICATIONS

- Attorney and Counselor at Law, Illinois 📅 2020
- Uniform Bar Examination 📅 2020

TECHNICAL SKILLS

- **Microsoft Office:** Word, Outlook, Excel
- **Legal Research:** Statutes, Regulations, Case Law
- **Investigative Documents:** Reports, Memoranda, Findings
- **Evidence Review:** Interview Records, Personnel Records, Public Sources
- **Discovery Practice:** Subpoenas, Document Requests, Discovery Responses
- **Proceedings:** Administrative Hearings, Depositions, Trial Examinations
- **Communication Tools:** Video Conferencing, Telecommunications, Email
- **Case Management:** Chronologies, Research Logs, Deadline Tracking
- **Government Law:** Ethics Law, Employment Law, Administrative Law
- **Written Advocacy:** Legal Briefs, Pleadings, Correspondence

SKILLS

- | | | | |
|---------------------------------|--------------------------|-----------------------|------------------------------|
| • Government Ethics | • Investigative Strategy | • Discovery | • Public Source Research |
| • Administrative Investigations | • Report Writing | • Interview Planning | • Administrative Proceedings |
| • Labor and Employment Law | • Subpoenas | • Witness Examination | • Legal Briefs |
| • Legal Research | • Document Requests | • Document Review | |

PROFESSIONAL AFFILIATIONS

- Illinois State Bar Association, member focused on government and administrative law.
- Association of Inspectors General, professional participant in public integrity and investigative practice.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST