

# Zara Wilcox

## Assistant Inspector General, Investigative Counsel

📞 (847) 555-3186

✉️ zara.wilcox@example.com

🌐 linkedin.com/example/zarawilcox

📍 Evanston, IL 60201

### STRENGTHS

- 🔍 **Objective case analysis**  
Separated disputed facts from assumptions during sensitive reviews, giving decision makers a clearer record.
- ♥️ **Investigative writing**  
Connected evidence, law, findings, and recommendations in reports that supervisors could use with confidence.
- 🗣️ **Interview preparation**  
Built focused question paths for witnesses and subjects, then caught gaps during memorandum review.
- 🔒 **Confidential judgment**  
Handled sensitive personnel and ethics records carefully, earning trust from investigators and agency counsel.
- 🔧 **Practical legal guidance**  
Turned difficult statutory and policy questions into workable next steps when investigations changed direction.

### SKILLS

Government Ethics

Administrative Investigations

Labor and Employment Law

Legal Research

Investigative Strategy

Report Writing   Subpoenas

Document Requests   Discovery

Interview Planning

Witness Examination

Document Review

Public Source Research

Administrative Proceedings

Legal Briefs

### 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

Midwest Public Accountability Commission 📅 January 2024 - Present 📍 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

Great Lakes Labor and Ethics 📅 September 2021 - December 2023 📍 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

County Administrative Law Office 📅 October 2020 - August 2021 📍 Waukegan, IL

LANGUAGES

|         |          |
|---------|----------|
| English | Native   |
| Spanish | Beginner |

MY CAREER



- Senior Investigative Counsel at Midwest Public Accountability Commission (2.7 Years)
- Associate Attorney at Great Lakes Labor and Ethics Counsel (2.2 Years)
- Assistant Counsel at County Administrative Law Office (10 Months)

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

**Bachelor of Arts in Political Science**  
Illinois State University 🎓 GPA: 0 📅 2017 📍 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

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.

### **ADDITIONAL INFORMATION**

---

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

### **REFERENCES**

---

AVAILABLE ON REQUEST