

# Vivian Pearson

## Staff Attorney, Labor and Unemployment Law

☎ (734) 555-3187 ✉ vivian.pearson@example.com

🌐 linkedin.com/example/vivianpearson 📍 Ann Arbor, MI 48104

### STRENGTHS

- 👥 **Public Client Counsel**  
Turned difficult employment and benefit questions into practical guidance, helping agency contacts make informed decisions with confidence.
- 🔧 **Hearing Advocacy**  
Prepared records, exhibits, and witnesses for contested proceedings; colleagues relied on clear issue framing when hearings became tense.
- ♥️ **Legal Writing**  
Connected statutes, regulations, case law, and records in concise filings, giving supervising attorneys a dependable foundation for strategy.
- 🔍 **Record Analysis**  
Spotted missing documents and factual conflicts early during clinic work, helping attorneys prepare cleaner records for review.
- 🤝 **Collaborative Practice**  
Shared timely updates with counsel and public clients, building trust through candid discussion of risks, options, and next steps.

### SKILLS

Labor and Employment Law

Unemployment Law

Administrative Law

Legal Research   Legal Writing

Legal Opinions

Administrative Hearings

Court Litigation

Appellate Advocacy

Statutory Interpretation

Constitutional Law   Brief Writing

### SUMMARY

Staff attorney with four years of post bar admission experience advising **public sector clients** on labor, employment, unemployment, workforce benefits, administrative procedure, and constitutional questions. Represents agencies in **contested administrative hearings, state court litigation**, federal court matters, and appellate proceedings. Produces legal opinions, memoranda, briefs, motions, witness materials, and practical guidance grounded in statutes, regulations, case law, and administrative records. Manages assignments from initial issue review through resolution, coordinates with supervising attorneys and client representatives, and communicates risks, options, and next steps clearly. Brings sound judgment, precise writing, disciplined case strategy, active **Michigan State Bar** membership, and a Juris Doctorate from an accredited law school. Supports public clients with independent analysis and dependable advocacy.

### EXPERIENCE

#### Staff Attorney, Employment and Administrative Law

Midwest Administrative Law Group 📅 November 2024 - Present 📍 Ann Arbor, MI

Leads public sector employment and administrative matters involving unemployment eligibility, workforce programs, hearings, litigation, appeals, and practical advice. Coordinates with supervising counsel and agency representatives while exercising increasing independence across complex assignments.

- Reviewed agency **records** and controlling authorities, shaping case strategy before **contested administrative hearings**.
- Advised government clients on unemployment eligibility, **workforce benefits**, regulations, and **procedural requirements**.
- Drafted **legal opinions**, dispositive **motions**, hearing briefs, and appellate filings connecting records with authority.
- Prepared exhibits and witnesses for hearings, addressing evidentiary issues and preserving arguments for review.
- Coordinated state and federal litigation deadlines, pleadings, discovery records, and strategic recommendations with counsel.
- Evaluated adverse decisions for appeal potential, focusing on review standards, statutory meaning, and procedural fairness.

#### Associate Attorney, Public Workforce Law

Capitol Workforce Legal Services 📅 November 2022 - October 2024 📍 Lansing, MI

Advised public program administrators on employment statutes, benefit disputes, administrative procedure, constitutional considerations, and regulatory interpretation. Represented agencies in hearings and state court matters while maintaining organized files, deadlines, and client communication.

- Counseled program administrators on employment statutes and benefit disputes, supporting consistent agency decisions.
- Prepared **memoranda** and informal opinions addressing procedure, jurisdiction, constitutional questions, and regulatory interpretation.
- Represented agency clients in unemployment hearings, organizing records, preparing witnesses, and presenting legal arguments.
- Drafted answers, motions, **briefs**, and settlement analyses for state court matters under applicable standards.
- Tracked concurrent matter deadlines and confidential files, giving client contacts concise updates on risks.
- Researched federal and state decisions affecting **workforce benefits**, then incorporated developments into active matters.

#### Graduate Legal Fellow, Public Law Advocacy

Public Law Advocacy Clinic 📅 November 2021 - October 2022 📍 Detroit, MI

Motions Practice

Administrative Records

Client Counseling

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Staff Attorney, Employment and Administrative Law at Midwest Administrative Law Group (1.9 Years)

● Associate Attorney, Public Workforce Law at Capitol Workforce Legal Services (1.9 Years)

● Graduate Legal Fellow, Public Law Advocacy at Public Law Advocacy Clinic (11 Months)

Performed supervised research and writing for administrative and employment disputes, supporting hearing preparation, record development, client advisories, and court proceedings. Worked with senior attorneys to strengthen issue framing, citation accuracy, and professional legal communication.

- Conducted supervised research for administrative disputes, producing citation supported memoranda for claim evaluation.
- Drafted hearing brief sections and client advisories addressing statutes, agency rules, due process, and review standards.
- Organized **administrative records** and chronologies, identifying missing documents and factual conflicts before case preparation.
- Prepared witness outlines and hearing exhibits linking evidence with disputed elements for **supervising attorneys**.
- Supported hearings and court proceedings by documenting rulings, assignments, and follow up tasks.
- Completed structured writing reviews with senior attorneys, improving analysis, citations, issue framing, and communication.

## PROJECTS

### Workforce Benefits Hearing Strategy 📅 2026

Built a practical framework for reviewing unemployment records, identifying disputed elements, preparing witnesses, and preserving arguments for administrative and appellate review.

### Public Agency Appellate Record Review 📅 2025

Developed a focused review process for adverse agency decisions, connecting procedural requirements, statutory interpretation, constitutional questions, and client objectives.

## LEADERSHIP & AWARDS

- Michigan State Bar admission, recognized for maintaining active membership in good standing since 2021.
- Graduate Legal Fellowship, selected for supervised public law research and advocacy supporting administrative clients.

## EDUCATION

### Juris Doctor

Wayne State University Law School 🎓 GPA: 3.5 📅 2021 📍 Detroit, MI

**Coursework:** *Administrative Law, Constitutional Law, Legal Research, Trial Advocacy*

### Bachelor of Arts in Political Science

Michigan State University 🎓 GPA: 3.5 📅 2018 📍 East Lansing, MI

**Coursework:** *American Government, Public Policy, Constitutional Studies, Legal Institutions*

## CERTIFICATIONS

- Michigan State Bar, Member in Good Standing 📅 2021
- Juris Doctor, Wayne State University Law School 📅 2021

## TECHNICAL SKILLS

- **Employment Law:** Labor law, employment regulations, workforce benefits
- **Unemployment Law:** Eligibility disputes, benefit appeals, unemployment hearings
- **Administrative Law:** Agency procedure, administrative review, contested hearings
- **Legal Research:** Westlaw, statutory research, case law analysis
- **Legal Writing:** Legal opinions, memoranda, briefs
- **Litigation Practice:** Motions, pleadings, discovery records
- **Appellate Practice:** Appellate filings, standards of review, record preservation
- **Constitutional Law:** Due process, constitutional questions, federal authority
- **Public Sector Law:** Government agencies, boards, commissions
- **Hearing Advocacy:** Witness examination, exhibits, evidentiary issues

- **Court Proceedings:** State courts, federal courts, trial litigation
- **Case Management:** Deadlines, confidential files, matter tracking

## **PROFESSIONAL AFFILIATIONS**

---

- Michigan State Bar, active member in good standing.
- Public Law Advocacy Clinic, graduate legal fellow and supervised advocacy contributor.

## **ADDITIONAL INFORMATION**

---

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

## **REFERENCES**

---

AVAILABLE ON REQUEST