

# Viviana Ramirez

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North Aurora, IL. 60505

## **SUMMARY** Experienced Attorney with Administrative and Supervisory Experience

- Fluent in Spanish
- Admitted and Licensed to Practice in Illinois and Utah
- Member of the General and Trial Bar, U.S. District Court, Northern District of Illinois, Eastern Division and U.S. District Court, District of Utah
- Admitted to Practice in the United States Court of Appeals; Seventh and Tenth Circuit

## **EMPLOYMENT**

November 2012 - Present **Principal Attorney** Ramirez Law

Certified Family Mediator; Criminal Defense and Family Law Practice. Litigation of state and federal cases from indictment through post-conviction petitions. Active member of the Criminal Justice Act Panel for the Northern District of Illinois and Felony Conflict Attorney for Kane County. Criminal Defense and Family Law Practice in Kane, DuPage and Cook County.

March 2014 – November 2014 **Attorney** The Gill Law Group

Handled Criminal Defense matters in state court, including, but not limited to: Domestic Violence, Traffic Violations, DUI, Juvenile & Drug Offenses.

1999 – 2012 **Assistant Federal Defender / 3<sup>rd</sup> Level Supervisor** Utah Federal Public Defender

The UFD is the Utah branch of the Federal Defender Program responsible for representing indigent defendants charged with violations of federal law in the state of Utah.

As a 3<sup>rd</sup> Level Supervisor, responsibilities included: Performed screening and conflict checks for all incoming cases. Solicited information from clients, staff attorneys, PACER, public record, and office records to assist in identifying possible conflicts. Reviewed case files to determine information accuracy. Assisted in the development of attorney training and seminars, to include current case law developments, advocacy in the courtroom and development of skills in written, oral and interpersonal communications. Supervised and coordinated with case team to provide clients with prompt, courteous and zealous legal representation. Communicated in a supervisory capacity in cases where existing clients sought second opinion within the framework of office policy. Assisted and provided support concerning case and client related issues. Attended key trainings pertaining to Evidenced Based Practice.

As an Assistant Federal Defender, responsibilities included: Evaluated cases, researched legal issues, interviewed witnesses, prepared clients, negotiated dispositions with both clients and prosecution team, prepared legal motions and supporting briefs, argued complex motions, litigated cases to bench and jury trial, prepared mitigation arguments and position statements in preparation for sentencing stage.

### **Key Achievements**

- One of three founding attorneys selected to open the Utah Federal Public Defender in 1999.
- Point person between the UFD and minority community leaders that assisted them in their support of the civil rights, cultural values, economic interests, and social dignity of the minority members of the community by developing ties and providing legal services and education.
- Promoted to 3<sup>rd</sup> Level Supervisor in 2011
- Created and supervised Legal Intern Program for the UFD at inception
- Assisted in the creation of new hiring protocol as the Head of the Hiring Committee
- Coordinated and presented at various Continuing Legal Educations seminars
- Volunteer judge at the Trial Advocacy Competition at BYU and the University of Utah
- Part of legal team that successfully defended the first “trade secret” case brought in the United States District Court for the District of Utah
- Achieved first sentence of Probation in federal court in Utah for a child pornography case

1999 **Criminal Defense Attorney** Private Practice

Criminal Defense Practice. Handled misdemeanor and felony cases from arraignment through disposition and supervised release hearings. Member of the Criminal Justice Act Panel, Federal District Court, District of Utah and Legal Defender Association.

1993 – 1999 **Certified Court Interpreter (Spanish)** State & Federal District Court

Interpreted and translated in court proceedings, depositions, and administrative hearings.

### **EDUCATION**

**University of Utah College of Law** Salt Lake City, Utah  
Juris Doctor, May 1998

*Honors and Activities* CLEO Award Recipient  
Trial Advocacy Program Participant  
Judicial Procedure Clerkship for Honorable Glenn K. Iwasaki

**University of Utah** Salt Lake City, Utah  
Bachelor of Arts Degree: Spanish Major, Sociology Minor, May 1995

### **PERSONAL INTERESTS**

Certified yoga instructor, outdoor enthusiast, love of travel and avid reader of Latin American literature.