

# Viviana Ramirez

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## SUMMARY

Lifelong Commitment to Public Service and Community Enrichment with Project and Personnel Supervisory Experience

- Fluent in Spanish
- Project and Personnel Management Focused Background
- 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

## EMPLOYMENT

March 2022- Present

Kane County State's Attorney's Office

### **Chief, Conviction Integrity Unit and Director of Diversity, Equity & Inclusion/Training**

*The Conviction Integrity Unit (CIU)* performs independent reviews of cases that present actual innocence claims. As Founding Chief, I established the protocol and application process and am responsible for the management of the CIU team.

*As Director of Diversity, Equity & Inclusion/Training* I have been responsible for establishing an in-office training program for the attorneys, creation of an online training library and coordinating with various agencies and speakers to provide relevant trainings. Responsible for attending career fairs and developing in-office initiatives that promote Diversity, Equity & Inclusion in the workplace as well as providing DE&I presentations locally and nationally.

August 2021- Present

### **Community Engagement Manager**

City of Aurora

*Full-time (August 21-March 22):* Responsible for community engagement initiatives and management of Youth Services; Senior & Disability Services and Neighborhood Outreach personnel.

*Contractor (March 22-Present):* Assist with and attend neighborhood group meetings, assist the Chief Community Services Officer with Community Outreach team, Youth Services team, Senior & Disability Services, assist with initiatives and various projects as needed.

November 2012 – August 2021

### **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.

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

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.

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

- Keynote Speaker: 2022 Federal Bar Association Annual Conference.
- 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.
- Lead Attorney in the first case brought in the Northern District of Illinois for a violation of the Foreign Agent Registration Act.
- Integral part of the legal team that successfully defended the first “trade secret” case brought in the United States District Court for the District of Utah.
- Developed Online Training Library for the Kane County State’s Attorney’s Office.
- Proposed and Developed Community Focused Initiatives, City of Aurora.
- City of Aurora Hispanic Heritage Advisory Board Member (Nov 2017 – July 2021).

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

**Kane County Bar Association**  
Certified Family Court Mediator

Volunteering, certified voga instructor and outdoor enthusiast.