# **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 inoffice 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- PresentCommunity Engagement ManagerCity 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 2021Principal AttorneyRamirez 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 - 2012Assistant Federal Defender / 3rd Level SupervisorUtah 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.

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

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

## **KEY ACHIEVEMENTS**

- 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).

## **EDUCATION**

<b>University of Utah College of Law</b> Juris Doctor, May 1998		Salt Lake City, Utah
Honors and Activities	CLEO Award Recipient Judicial Procedure Clerkship for Honorable Gle	nn K. Iwasaki
<b>University of Utah</b> Bachelor of Arts Degre	e: Spanish Major, Sociology Minor, May 1995	Salt Lake City, Utah
CERTIFICATIONS		
Purdue University School of Management		Purdue, Online
Understanding Diversi	ty & Inclusion	
Kane County Bar Association Certified Family Court Mediator		Kane County, Illinoi
PERSONAL INTERESTS		

Volunteering, certified yoga instructor and outdoor enthusiast.