

Viviana Ramirez

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

- Project and Personnel Management Focused Background
- Admitted and Licensed to Practice Law 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
- Fluent in Spanish

EXPERIENCE

April 2023- Present **Director of Community Services** City of Aurora

As Director of Community Services I plan, direct, and supervise the work of staff within the divisions of Community Development, Customer Service, Innovation, and Community Engagement (including the subdivisions of Senior & Disabilities Services and Youth Services) as well as oversee Neighborhood Groups Support. The division's core functions relate to improving the quality of life for the community.

March 2022- April 2023 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 was responsible for the management of the CIU team.

As Director of Diversity, Equity & Inclusion/Training I was 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- April 2023 **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-April 23): 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 / 3rd 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 3rd 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

- Keynote Speaker: *Diversity, Equity & Inclusion: The Lawyer of Color Next Door*; 2022 Federal Bar Association Annual Conference, Salt Lake City, UT.
- One of three founding attorneys selected to open the Utah Federal Public Defender.
- 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.
- Developed Online Training Library for the Kane County State's Attorney's Office.
- Proposed and Developed Community Focused Initiatives, City of Aurora.
- Launched Inaugural City of Lights Film Festival.
- City of Aurora Hispanic Heritage Advisory Board Member (Nov 2017 – March 2022).

EDUCATION

University of Utah College of Law Salt Lake City, Utah
Juris Doctor, May 1998
Honors and Activities CLEO Award Recipient
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

CERTIFICATIONS

Purdue University School of Management Purdue, Online
Understanding Diversity & Inclusion

Kane County Bar Association Kane County, Illinois
Certified Family Court Mediator