

SENIOR DIRECTOR, CORPORATE SOCIAL RESPONSIBILITY
CENTURYLINK (AKA AS LEVEL 3 COMMUNICATIONS) – 2014 – PRESENT

- CORPORATE SOCIAL RESPONSIBILITY: Design, develop and lead global corporate social responsibility programs. Strategic planning, internal and external communications with CSR content; day-to-day management of formal volunteer program, grants making, environmental sustainability initiatives, corporate giving programs, community engagement programs, etc.
- FOUNDATION LEADERSHIP AND MANAGEMENT: Clarke M. Williams CenturyLink Foundation and the Level 3 Communications, Inc. Foundation. Roles include Executive Director, Member of Board, Treasurer and Secretary. Research, design and formalize a 501(c)(3) nonprofit public charity to further ability to support local communities around the world. Manage the daily operations of both the public and private foundations, grants review, grant making, annual giving campaign, establish and manage various STEM related initiatives and the community giving garden.

ADJUNCT PROFESSOR, UNIVERSITY OF DENVER
STURM COLLEGE OF LAW - 2005 - PRESENT

- LAW FIRM ADMINISTRATION: Topics include risk analysis, practice management, workflow analysis, succession planning, mergers and acquisitions, dissolutions, people management, emotional intelligence, leadership development, conflict resolution, coaching skills, negotiation skills, project management, role of the administrator, organization of a law firm.
- FINANCIAL MANAGEMENT FOR THE LEGAL ADMINISTRATOR: Topics include analyzing the financial health of the firm, law firm economics, review and management of operating expenses, workload and productivity analysis, compensation and profit distribution, internal controls, trust accounting, client engagement, billing and collections.

SENIOR DIRECTOR, LEGAL DEPARTMENT
LEVEL 3 COMMUNICATIONS - 2004 - 2014

- Overall day-to-day management of the legal department, including: financial and budget management; systems, process and resource management; personnel management and training; compensation analysis, business planning and facilities management. Oversee global corporate records and contracts management program including development of appropriate records retention guidelines, policies and procedures. Oversee due diligence and integration activities as it relates to overall corporate records and contract management policies and practices as well as all legal personnel, applicable systems and processes.

LAW FIRM ADMINISTRATOR/OPERATIONS MANAGER POSITIONS
Ruegger Simons Smith & Stern - 2002-2004

Clanahan Tanner Downing & Knowlton, P.C. - 1999-2002

Grubb & Ellis Commercial Real Estate - 1996-1999

Feder Morris Tamblyn & Goldstein, P.C. - 1990-1996

Zimmerman & Swartz, P.C. - 1987-1990

LAW FIRM ACHIEVEMENTS

- Responsible for day-to-day management of firm as well as long-range strategic planning; participant of executive management team;
- Responsible for all accounting and financial reporting: firm budget preparation and management, budget and financial analysis, preparation and analysis of financial statements, preparation of monthly management reports, supervision of billing, collection of accounts receivable, accounts payable contract negotiations, employee payroll, cash flow management;
- Responsible for system, process and people integration of legal team from acquired and/or merged firms;
- Effectively manage firm RIFs: Perform initial employee discussions, review compensation packages, identification of key processes and tasks performed, transfer of work and retraining of remaining staff;
- Effectively manage growth of law firm and subsequent merger with another firm;
- Supervise and manage all non-lawyer personnel: hiring, firing, performance management, ongoing training, counseling, compensation systems, benefits administration, negotiation of initial offers/contracts;
- Responsible for all records and contract management systems and processes within firm;
- Facilities Management: supervise and monitor numerous suite renovations and design; manage the opening of two additional law offices; manage two office moves for 75+ employees each; and supervise installation of computer/phone system for 100+ user office;
- Determine department technology system needs, work with IT to develop systems, perform ongoing training to firm on all systems and automated processes;
- Selection of vendors and management of the installation and ongoing maintenance of firm technical systems and provide ongoing training;
- Responsible for the selection of vendor and management of the implementation of two new accounting and billing systems and new matter and conflicts of interest management system; provide training to support personnel and develop new processes and procedures to effectively stream line existing systems;
- Responsible for coordination of all marketing and public relations activities for law firm: assist in design and development of name recognition package including brochure, ad campaign, internet home page; preparation of client newsletters and seminars; spearhead publication of articles by firm members; supervise marketing database management, media relations, client mailings; monitor and supervise attorney and/or broker marketing and public relations budget.

SPEAKING ENGAGEMENTS

- 2017 (APRIL AND NOVEMBER) CU LAW – CSR AND CULTURE
- 2017 (NOVEMBER) CU LEEDS/CESR – BUILDING A STEM INITIATIVE/PROGRAM
- 2017 (FEBRUARY) B:CIVIC & BOULDER CHAMBER - INSPIRE. LEADING THROUGH SOCIAL RESPONSIBILITY
- 2016 (OCTOBER) CU LEEDS/CESR - EMOTIONAL INTELLIGENCE
- 2015 (APRIL) B:CIVIC SPARKS AND SIPS - BUILDING THE CASE FOR CSR
- 2014 (FEBRUARY) ANNUAL STRATEGY FOR GOOD CONFERENCE - GRASSROOTS APPROACH TO CSR

PERSONAL

- CERTIFICATE IN CORPORATE CITIZENSHIP LEADERSHIP, Boston College
- MBA, FINANCE, University of Colorado
- B.S., MANAGEMENT AND ACCOUNTING, University of Colorado
- Board Membership: Board Member, mindSpark Learning (2017-present); President (2015-2017), Vice-President (2014-2015), Treasurer (2012-2013) Metro Volunteers; Board Member and Secretary, Denver Children's Home (2016-present); Advisory Board Member, A Precious Child 2013-present; Board Member, American Red Cross (2013-2016); Board Member, Reading Partners (2014-2016)
- Greenhouse Scholars Mentor to Regis University Student, 2014-present
- Married with two adult children and one grandchild
- Enjoy the mountains, hiking with my dogs, golf, running, reading and spending time with my family