

# RACHEL ALLISON

16728 E. Prentice Cir., Aurora, CO 80015 • 303-555-1239  
E-Mail: rach-all@home.com

---

## MUNICIPAL LAW ♦ EMPLOYMENT LAW ♦ TEAMWORK ♦ COMMUNICATIONS SKILLS

---

### PROFESSIONAL PROFILE

- ♦ Solutions-driven professional attorney and employment litigation supervisor with exceptional experience in municipal government and expertise in employment law.
- ♦ Highly adept at collaborating/interfacing with decision-makers in top corporate management of firms such as grocery-store chains, clothing retailers, restaurants, water-delivery companies, and major insurance companies.
- ♦ Experienced in diverse range of employment/HR issues, including disability discrimination, workers' compensation, EEO investigations, accommodation policies, litigation, sexual harassment, and race-discrimination issues.
- ♦ Effective mediator, conflict-resolver, and communicator.
- ♦ Skilled at counseling and advising clients, as well as training, and coaching team of attorneys.

### PROFESSIONAL EXPERIENCE

#### **Deputy City Attorney, Litigation Supervisor, City Attorney's Office, The Honorable Rance Davis, Aurora, CO, 2003 to Present**

- ♦ Litigate employment discrimination cases in federal and state court, including winning, as second chair, age-discrimination federal case brought by six prosecutors against Aurora District Attorney; litigated dozens of arbitrations and employee-discipline cases before various tribunals; won every case/arbitration.
- ♦ Prosecute employee-discipline cases in union-heavy city with 26,000 employees, interacting with management to maintain integrity of workplace by ensuring that discipline sticks.
- ♦ Advise city agencies on human-resource issues, policy, and law, including ADA, Title VII, ADEA, and FEHA.
- ♦ Interact with middle managers and first-line supervisors to prepare them for depositions and trial; coach them every step of the way in dealing with employees under their supervision who have sued them.
- ♦ Supervise junior attorneys and paralegal; train other attorneys in how to organize properly to litigate cases and prepare witnesses; partner with less experienced attorneys to guide/coach them through litigation process.

#### **Federal Judicial Law Clerk, U.S. District Court, the Honorable Ted Rose, Denver, CO, 2001 to 2003**

- ♦ Analyzed dispositive and discovery motions; handled initial intake of all disputes relating to discovery information and documents produced prior to trial; determined immediacy of issues and how they would be presented to the court.
- ♦ Presented issues, law, and recommendations to judge orally and in writing.
- ♦ Drafted numerous opinions following trials and hearings.
- ♦ Conducted preliminary discussions with counsel regarding discovery disputes.

#### **Associate/Litigator, Syfrett, Loren, Riley, & Phelan, Fort Collins, CO, 1998 to 2001**

- ♦ Counseled corporate clients on employment issues.
- ♦ Represented clients before EEOC, OFFCP, and Labor Board; litigated Title VII, ADEA, and ERISA cases, including taking three cases to trial.
- ♦ Conducted EEO training for management and clients.
- ♦ Investigated employee complaints of discrimination and sexual harassment.
- ♦ Conducted employee investigations of sexual harassment and discrimination on behalf of clients.
- ♦ Dispensed advice on employee counseling, discipline, terminations, and wage issues.
- ♦ Supervised junior attorneys and investigators.

#### **Assistant District Attorney, District Attorney's Office, Denver, CO, 1986-1988**

- ♦ Tried more than 100 criminal cases, including 65 felony jury trials – half as first chair – including seven homicides, as well as numerous juvenile and neglect cases, in two years with rough-and-tumble DA's Office, where plea-bargaining was almost unheard of.
- ♦ Conducted probable-cause hearings and motions to suppress.
- ♦ Coordinated with law enforcement and witnesses.

## **TEACHING EXPERIENCE**

- ◆ Instructor, Federal Practice and Procedure, Paralegal Program, University of Denver, Denver, CO, 2003
- ◆ Instructor, Employment Law, Colorado State University, Fort Collins, CO, 2001

## **EDUCATION**

- ◆ *Juris Doctor*, Colorado State University, Fort Collins, CO, 1996
- ◆ Participated in Moot Court Board, National Trial Team, ATLA; won Moot Court Competition Award.
- ◆ *Bachelor of Arts in English*, Cum Laude, University of Colorado, Boulder, CO

## **PROFESSIONAL and CIVIC AFFILIATIONS**

- ◆ Member, Society for Human Resource Managers
- ◆ Commissioner, Commission on the Status of Women, Aurora, CO
- ◆ Enlisted community involvement regarding concerns of families, women, and children as Commissioner; facilitated community “speak ups” as committee member.
- ◆ Co-chair, 1999 Hall of Fame honoring female community activists, Commission on the Status of Women, Fort Collins, CO
- ◆ Association for Women Attorneys, Denver, CO
- ◆ Established Courtroom Advocate Program for victims of sexual assault.

## **LAW LICENSURE**

- ◆ Colorado, 1996