

MICHAELA S. WAISMAN
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Denver, CO Area

EDUCATION

Phoenix School of Law, Phoenix, AZ

Juris Doctor, January 2013

Class Rank: 4/108 (Top 4%)

GPA: 3.67

Honors: Magna Cum Laude, Order of the Quill

PSL Merit Scholarship Recipient

Castro Scholar Award Recipient

CALI Excellence for the Future Awards® Recipient for Contracts I

CALI Excellence for the Future Awards® Recipient for Commercial Law

Activities: Student Bar Association, Delegate 2010-2011

Georgia State University College of Law, Linz, Austria

Summer Academy in International Commercial Arbitration

The Summer Academy included international commercial arbitration lectures and coursework in Austria, the Czech Republic, Hungary, Italy, and Croatia.

University of Iowa, Iowa City, IA

Bachelor of Arts in English, May 2002

Honors: Dean's List, multiple semesters

Activities: University of Iowa Mock Trial Team, National Champion 2002

PROFESSIONAL EXPERIENCE

Ingle Law Firm, Phoenix, AZ

AUGUST 2015 – PRESENT

Attorney

Drafting legal pleadings; conducting client interviews; reviewing, editing, filing, and filling out form documents and routine legal pleadings; drafting and filing default packets; conducting legal research upon specified legal issues; filling out attorney and law firm profiles on attorney websites; and reviewing, editing, developing, and posting content on and for Ingle Law Firm's website, blog, and social networking sites.

Ingle Elia PLLC, Phoenix, AZ

MARCH 2013 – JANUARY 2014

Law Clerk

Reviewing, editing, filing, and filling out form documents and routine legal pleadings; drafting and filing default packets; conducting legal research upon specified legal issues; researching effectiveness of different advertising venues; filling out attorney and law firm profiles on attorney websites; reviewing, editing, developing, and posting content on and for Ingle Elia's website, blog, and social networking sites; preparing and mailing invoices; and entering data for bankruptcy cases.

GoDaddy.com, Scottsdale, AZ

JULY 2012 – NOVEMBER 2012

Product Marketing Manager (Intern)

Developed product positioning and messaging to set the product apart in the market; communicated value propositions for the product to the sales team and marketing channels; planned the launch of the new product; collected and compiled data on the target buyers for the product; conducted focus groups; and represented the product and brand at a conference geared towards the target demographic.

Arizona Supreme Court, Education Services, Phoenix, AZ

JUNE 2012 – JULY 2012

Legal Intern

Staffed the 2012 Arizona Judicial Conference; assisted with organizing planning committees for upcoming specialty conferences; conducted court observation and prepared feedback to assist with training development; and prepared a revised computer based training on evidence for new judges.

Arizona Supreme Court, Staff Attorney's Office, Phoenix, AZ

MARCH 2012 – MAY 2012

Legal Intern

Read assigned petitions for review, responses, and appendices filed with the Arizona Supreme Court; researched relevant case law; reviewed the decision and briefs from the Court of Appeals; and prepared memoranda for the supervising attorney describing the case and the arguments, analyzing relevant case law, and recommending whether review be granted or denied.

Phoenix School of Law, Phoenix AZ

JANUARY 2012 – MAY 2012

Teaching Assistant for Contracts II

Assisted students individually or in small groups to better understand course material; graded assignments; facilitated workshops to help familiarize students with key skills for success in the course; updated the course website; helped manage electronic course discussion forums; created PowerPoint slides with integrated polling software for interactive classes; and responded to questions via email.

Arizona Supreme Court, Clerk's Office, Phoenix, AZ

FEBRUARY 2012 – MARCH 2012

Legal Intern

Researched legal issues impacting the Clerk's Office and wrote memos to summarize the findings; compiled data and analyzed trends related to e-filing; wrote articles explaining upcoming rule changes; responded to letters inquiring about pending appeals; drafted rule petitions; and helped create a CLE presentation about the Clerk's Office.

Children of Promise, Iowa City, IA

DECEMBER 2011 – MAY 2012

Web Designer

Redesigned the iowachildrenofpromise.org website; edited images; integrated social media with the website; helped educate staff about the importance of maintaining a web presence.

Phoenix School of Law, Phoenix AZ

SEPTEMBER 2011 – DECEMBER 2011

Research Assistant

Conducted research in the field of data privacy to be used in a final paper focused on how data privacy laws impact technology companies.

Ranch Supervisor

Worked with management to reduce attrition and enhance customer experience by extending training for new agents; developed content for traditional classroom training and also coached and developed agents during calls; performed administrative management functions for the team and also took over any escalated calls to ensure proper issue resolution for the customer.

Inbound Sales and Support Supervisor

Managed a team of Inbound Sales and Support Representatives; developed and trained representatives to improve skills and prepare them for future promotion; took over escalated calls to find a resolution point for customers.

New Hire Training Specialist

Trained and prepared incoming representatives for the position of Inbound Sales and Support Representative; trained existing representatives to improve skills; trained Supervisors to be more effective and organized with team management; assisted in content development for the training department.

Inbound Sales and Support Lead

Assisted Inbound Sales and Support Representatives by walking the call floor and answering advanced questions; took over escalated calls; facilitated training for existing representatives to improve skills; created documentation for transitioning new agents into the Inbound Sales and Support Lead role.

Inbound Sales and Support Representative

Ensured a high level of customer service speaking directly with customers; remained adaptive and knowledgeable about new products; demonstrated a positive attitude and a drive to help meet team goals.

MEMBERSHIPS/LICENSES

Colorado Licensed Attorney, Bar # 48171

American Bar Association (ABA)

Colorado Bar Association (CBA)

HOBBIES

Running – AZ Urban Race 2011, Jingle Bell Run 2011, Color Run 2012, St. Patrick’s Day Run 2012, Firefly Run 2012, The Night Run 2012, Utah Spartan Beast 2012, Lady Speed Stick Women’s Half Marathon 2012, Awesome ‘80s 10k 2013, PF Chang’s Arizona Half Marathon 2013, Arizona Spartan Sprint 2013, Phoenix Half Marathon 2013, Nike Women’s Half D.C. 2013, Iceland Midnight Run 2013, Arvada Harvest 10k 2015, Denver City Park Winter Running Series 2015-16, Phoenix Half Marathon 2016, Phoenix Pride Run 10k/5k Combo 2016