

Ebony Meeks, JD

Telephone: (901) 678-2342 E-Mail: endawkns@memphis.edu

PROFESSIONAL EXPERIENCE

The University of Memphis Department of Political Science, Instructor/Advisor/ Internship Coordinator (January 2013 - present)

Teaching Experience: Prepare curriculum for undergraduate political science classes including American Government, Introduction to Modern Political Thought, Constitutional Law: Civil Liberty, and Judicial Process. Coordinate and manage internship programming for the University of Memphis Department of Political Science.

Engage in applying current, innovative teaching methods to inspire, motivate, and encourage student-driven learning in a cooperative learning environment.

Create unique, student driven content on online applications to supplement classroom learning.

Utilize practical and theoretical knowledge to engage students in interactive learning.

Cultivate testing methodologies to assess individual student learning.

Record Keeping Experience: Utilize online applications to manage receipt and grading of student assignments in a confidential environment.

Record student attendance, participation, and grades through school sponsored online management tools.

Advising Experience: Provide one-on-one assistance to students performing below average to support individual student achievement.

Report students in need of assistance, based upon record keeping.

Collaborate with students to create unique projects for honors consideration.

Serve as a mentor to students in the Pre-Law Society.

Public and Motivational Speaking, Public Speaker and Presenter (August 2010 - present)

Public Speaking Engagements: *Haley Elementary School, Career Day Featured Speaker* (August 2010)

The Teen Appeal Summer Camp, Featured Speaker (August 2012)

ResCare, Inc., Featured Speaker (January 2014-present)

The Modern Day Woman's Conference, Featured Speaker (March 2014)

Teaching Experience: Prepare dynamic, engaging, informative presentations for small to mid-size groups on a variety of subjects, ranging from the specifics of changes in the Tennessee expunction law statute to navigating the rules of negotiation.

The Williams & Dawkins Law Firm, Owner & Partner (April 2010 – present)

Litigation Experience: Manage complex cases in criminal, civil, and juvenile courts. Research statutory and case law for motion practice. Prepare and investigate cases for presentation in preliminary hearings, motion hearings, bench trials, jury trials, and appeals.

Accounting Experience: Manage accounts payable, accounts receivable, and daily deposits. Prepare billing statements for clients. Prepare billing reports for indigent defense. Manage employee payroll.

Business Management: Manage day-to-day business activities. Manage front office staff.

Miscellaneous Experience: Create business relationships with a variety of professionals in the legal community.

The DeRossitt Law Firm, PLLC, Associate Attorney (November 2008 – April 2010)

Litigation Experience: Litigation in criminal, civil, and juvenile courts. Criminal litigation includes defense of criminal charges ranging from low-level misdemeanors to post-conviction remedies in preliminary hearings, trial, and other hearings; civil litigation includes trial litigation and settlement negotiation in contracts and personal injury matters; juvenile court litigation includes both divorce and custody litigation as well as child support hearings.

University of Memphis Child and Family Legal Clinic, Student Attorney (January 2008- May 2008)

Litigation Experience: Admitted to practice pursuant to Tennessee Supreme Court Rule 7, section 10.03. Represent children as a Guardian ad Litem in custody modification and severe child abuse cases. Prepare Guardian ad Litem's briefs for the juvenile court, examine witnesses in open court with supervision, conduct client and witness interviews.

Wharton Law Firm, Law Clerk (October 2007-November 2007)

Research Experience: Research and draft appellate briefs to be heard in Tennessee Court of Appeals.
Draft letters to clients and adversarial counsel.
Draft other legal memoranda for supervisory counsel.

First Tennessee Bank, Intern (2000-2004)

Research Experience: Prepare and review marketing contracts for analysis by the Legal Department.
Initiate research for new lines of financial products.
Marketing Experience: Act as communications liaison between marketing and advertising departments.
Analyze creative development for various advertising campaigns.
Administrative Experience: Organize and manage corporation's exhibition show booth for Sisterhood Showcase.
Organize both small and large scale departmental meetings.
Review applications for Home Equity Lines of Credit.

PROFESSIONAL ACCOMPLISHMENTS

Leadership/Committees: University of Memphis Public Safety Institute Advisory Board (2017 - present)
University of Memphis Advising Action Network (2016 - present)
Tennessee Legislative Internship Selection Committee (2014 - present)
University of Memphis, College of Arts and Sciences Pre-Law Faculty Affiliate Advisor (2014 - present)
Sankore Collegiate Preparatory Academy Board of Directors (2013 - 2014)

Community Service: *Shelby County Schools Youth Court*, Attorney Volunteer and Mentor (2012 - present)
Indigent Defense and Pro Bono Legal Service, Criminal Defense Attorney (2008 - present)
Election Protection, Attorney Volunteer (2008, 2012)

Bar Admission: United States District Court for the Western District of Tennessee (2009)
Tennessee (2008)

EDUCATION

The University of Memphis, Cecil C. Humphreys School of Law

Degree: *Juris Doctor*, May 2008
Honors: Southern University Study Abroad- London, Great Britain, UK (Summer 2006)
Rita S. Geier Scholarship Recipient (2006-2008)
Competition: University of Memphis, Mock Trial Competitor (2007)
Thurgood Marshall Mock Trial team, Member (2006)
University of Memphis, Freshman Moot Court Competitor (2006)
Leadership: Black Law Students Association- President, Fundraising Chair (2006 - 2008)
Sports and Entertainment Law Society, Visual Communications Committee (2006- 2008)
Association for Women Attorneys, Member (2005- 2008)
Philanthropy: Community Legal Center, Immigration volunteer (2007-2008)
Grizzlies Academy, Mentor (2006- 2008)

London City University via Southern University Law Center

Degree: *Certificate of Completion* Study Abroad Program - London, Great Britain, United Kingdom (2006)
Coursework: International Criminal Law and Choice of Laws

The University of Tennessee, College of Communication and Information Sciences

Degree: *Bachelor of Science (Communications and Information Sciences)*, May 2004
Major: Advertising and Public Relations
Activities: Alpha Delta Sigma, Advertising Honorary Society (2004-present)
Ronald McNair Scholars Program Participant (2004)
National Student Advertising Competition, Research and Presentation Teams (Spring 2004)
Black Cultural Center, Tutor (2001-2004)
TeamVOLS, Boys & Girls Club Volunteer (2000-2004)