Michelle M. Hawkins

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Virtual Portfolio URL: http://bryantstratton.confidentialresume.com/Hawkins[D/ (Passkey: astonmartin)

Education

Juris Doctor

Regent University School of Law, Virginia Beach, Virginia

Alternative Dispute Resolution and Client Counseling Board; 2003-2005

Student Bar Association; 2002-2005

Christian Legal Society; 2002-2005

Public Interest Legal Association of Regent; 2002-2005

Masters of Arts in English (concentration in World Literature)

Old Dominion University, Norfolk, Virginia

Sigma Tau Delta (English Honor Society)

05/02

Bachelors of Arts in English and Minor in Business (concentration in Marketing)

Virginia Polytechnic Institute and State University, Blacksburg, Virginia

05/00

University and Publishing Appointments

Developmental Writing Board of Advisors, Member

McGraw-Hill Publishing, New York, New York

11/12 – present

Liberal Arts Program Director

Bryant & Stratton College, Hampton, Virginia

01/11 - present

- Serves administrative and instructional roles overseeing the day-to-day management of the Liberal Arts Program regarding its faculty, class management, and materials/curriculum.
- Supervises no less than 30 active associates and no less than 10 inactive faculty each semester, while teaching each semester.
- Determines class material selections, initiates and monitors curriculum development, performs faculty training, designs and executes regular student seminars, and assists headquarters with college-wide Course Reviews.

Assistant Editor and Review Panelist

Pearson Education, Boston, Maine

03/11-11/12

ITT Technical Institute, Norfolk, Virginia

03/09 - 10/10

Dean of Academic Affairs

- Provided academic leadership and oversight of the campus' academic operation, instruction, assessment, faculty training and professional development programs, curriculum, and library services.
- Promoted from Associate Dean within 7 months in that position

Associate Dean

Promoted from Associate Dean of General Studies within 5 months as Associate Dean of General Studies

Associate Dean of General Studies

Adjunct Faculty

George Washington University, Newport News, Virginia

4/06 - present

01/08 - 03/09

Engineering Law (Graduate)

DeVry University, Chesapeake, Virginia

Foundations of English

- Developmental English
- Composition
- Advanced Composition
- Intermediate English

Norfolk State University, Norfolk, Virginia

The Legal Environment of Business

01/06 - 05/06

10/05 - 01/07

04/04 - 12/07

Regent University, Virginia Beach, Virginia

African-American Literature

The Legal Environment

Public Speaking

(Graduate)

- Academic Research and Writing
- **English Composition**

Strayer University, On-Campus and Online

- Academic Research and Writing
- **Business Communications**

Contemporary Problems for Christian Leaders

Management of Engineering Contracts (Graduate)

Legal, Political and Ethical Dimensions of Business

- - Business Law
- Introduction to Paralegal Studies

05/05

10/05 - 01/07

- Introduction to Computers
- WebPage Development
- Foundations of English
- Logic and Reasoning

Composition

Literature

Typing

Research and Writing

Course Developer and Redeveloper (Online and On-campus)

Regent University, Virginia Beach, Virginia

- Academic Research and Writing
- African-American Literature

American Literature (until 1865) American Literature (1865 and after)

Legal Practices – Virginia Bar Admission since 2005

Contract Attorney (Kelly Law Registry)

McGuire Woods, LLP, Richmond, Virginia

07/08 – as available

Review confidential documents from a securities and exchange firm on LitScope for the State Corporation Commission and Financial Industry Regulatory Authority regarding their investigation into brokerage activity with auction-rate securities.

Virginia Investment Counselors (BB&T), Norfolk, Virginia

Completed document reviews and prepared confidential attorney work-product regarding personal and corporate investments in response to a standing investigation and expected litigation.

Owner and Managing Attorney

The Hawkins Law Group, Virginia Beach, Virginia

02/09 - present

Available to assist or formally represent private individuals in a variety or legal issues. Representation to date includes medical malpractice litigation, contract disputes and drafting, family law matters, business associations creation, intellectual law reviews, and criminal law issues.

Volunteer

Wills for Heroes, Portsmouth, Virginia

06/08 - 06/08

Certified for and volunteered at Execution Sessions to provide wills, powers of attorney, and medical directives to first responders.

Assistant Commonwealth's Attorney

Commonwealth of Virginia, Portsmouth, Virginia

07/07 - 06/08

Worked within the general rotation, representing the Commonwealth in various misdemeanor and felony cases in bench and jury trials at general district and circuit courts. Completed necessary research, motions, discovery answers, memorandums, and appeal briefs. Assisted delegating tasks to and supervising staff members. Completed current, reliable legal research. Collaborated with victims, witnesses, government agencies, out-of-state officials, support staff, management, defense attorneys, fellow Commonwealth attorneys, and law enforcement officials in effectively and thoroughly operating each case.

Assistant Public Defender

Virginia Indigent Defense Commission, Portsmouth, Virginia

04/06 - 06/07

Attained certification in and handled felony and misdemeanor cases for indigent clients. Performed legal research, prepared and made motions, and investigated cases as appropriate. Assembled necessary court documents, filed orders, and subpoenaed witnesses in a timely manner. Worked with clients, support staff, management, fellow public defenders, officers of the court, Commonwealth attorneys, and police officials in managing each case efficiently and properly.

Regent Law Intramural ABA Negotiation Competition Judge

Regent University School of Law, Virginia Beach, Virginia

02/06 - 02/06

Observed and evaluated student teams engaged in negotiating sessions, evaluating their performance according to ABA standards.

Legal Intern

Langley Law Offices (JAG), Langley AFB, Virginia Eastern Virginia Legal Aid Society, Hampton, Virginia 05/04 - 07/04

01/04 - 05/04

Judicial Clerk

Hampton Juvenile and Domestic Relations Court, Hampton, Virginia

05/03 - 07/03

Affiliations

Virginia Literacy Council

07/11 - 07/13

Served on the Executive Board and actively sat on the Marketing Committee, Public Relations Committee, Fund Raising Committee, and assisted as one of two members with the visual communications, graphic designs, and branding of this organization.

Virginia Bar Association Virginia Association of Teachers of English 10/05 – present

09/09 - present