

Brooke Denhart
913 Union Street #2
Brooklyn, NY 11215

PROFESSIONAL EXPERIENCE

Walkow Nicholas LLC
Director of Business Development
May 2009-Present
New York, NY

Practice Management:

- *Co-founded full-service law firm serving clients with respect to multi-jurisdictional matrimonial, family, immigration, employment, real estate and corporate legal matters.
- *Hired, retained and managed firm attorneys comprised of six Associate Attorneys, forty "Of Counsel" Attorneys, and ten Interns.
- *Conducted Partner, Associate, Lateral Hire and Intern interviews and drafted offer letters.
- *Managed 'on-boarding' process for new Associates; conducted new Associate, Lateral Hire and Intern training sessions, coordinated continuing legal education events, and designed networking events.
- *Prepared biographies for attorneys and new hires.
- *Drafted employment agreements, non-disclosure agreements, exclusivity agreements, as well as firm-wide policies and procedures.
- *Developed and maintained attorney compensation and agreement database.
- *Coordinated firm-wide internal communications, knowledge and information sharing.
- *Anticipated client needs and trends, while developing responsive solutions to support practice groups and individual attorneys.

Marketing and Business Development:

- *Assisted in developing contacts and referral sources for the firm, including the firm's affiliation with two nationwide legal plan providers serving over 2.2 million legal plan members.
- *Managed key initiatives for the firm's practice area development and coordinated with attorneys to direct their networking efforts towards appropriate market niches, forums, associations and programs.
- *Facilitated practice area business development planning sessions to increase visibility of practice area and promote expertise of attorneys.
- *Conducted client industry research to identify trends and marketing opportunities.
- *Directed and developed the firm's multi-level marketing materials including website design and content, e-brochures, discussion guides, client lists, attorney lists, client alerts, and newsletters. Directed the writing and review of proposals and presentations.
- *Developed marketing concepts and ensuring consistent usage of marketing brand and image.
- *Coordinated with practice groups and attorneys to identify, evaluate, and pursue public relations and marketing opportunities.
- *Researched specific industries and business landscape and monitored competition.
- *Coordinated and attended seminars, conferences and events to develop new business relationships.

Update Legal, Inc.
Senior Attorney Recruiter and Client Development Manager
New York, NY

April 2008 - April 2009

- *Developed and maintained business-to-business relationships. Designed cost-effective business models for law firms, corporations and financial institution clientele by assessing client business objectives, staffing needs, project management

t capabilities, and budgetary concerns.

*Attended legal and cross-industry conferences and exhibitions to identify career opportunities, legal technologies, project management and hiring trends.

*Authored job postings, identified cost-effective job boards and business development opportunities within growth industries for Update Legal, Inc.

*Directed company-wide presentations on legal industry business developments.

*Sourced, interviewed and presented attorney candidates for temporary and permanent positions at boutique, mid-size and large law firms, Fortune 500 companies and financial institutions for Associate, Partner and General Counsel positions.

*Organized networking events for attorney candidates. Advised candidates on resume organization, drafting and content.

*Drafted and published on-line newsletter for attorney candidates highlighting legal hiring trends, networking opportunities, resume advice, and growth industries.

Decimal, Inc. dba The Online 401(k)

San Francisco, CA

Retirement Plan Consultant

Jan. 2003 - July 2004

*Developed sales training and business development strategies to increase client base with respect to individual and small business 401(k) plans.

*Consulted with Plan Sponsors on ERISA law provisions and IRS codes to manage individual 401(k) plans.

*Amended individual 401(k) Plan provisions in accordance with ERISA law, completed plan tax filings.

*Sold 401(k) plans to self employed individuals, reviewed client contracts, and managed plan asset conversions between financial institutions.

Lawrence Johnson & Associates

Oakland, CA

Daily Valuation Pension Administrator

July 2001-Jan. 2003

*Modified client retirement plan provisions to maintain compliance with ERISA law and IRS regulations.

*Administered daily valuation and processing of retirement plan transactions for accounts valued over \$50 million.

*Performed trust accounting, conducted annual retirement plan compliance testing, prepared annual plan tax filings for clients.

LEGAL EXPERIENCE

Attorney Grievance Committee, Fourth Appellate Division of New York, 5th District

Syracuse, NY

Law Clerk

May 2007 - August 2007

United Nations, Division for the Advancement of Women

New York, NY

Law Clerk

June 2006-August 2006

Professor David Crane, Former Chief Prosecutor of The Special Court of Sierra Leone

Syracuse, NY

Research Assistant

March 2006-June 2006

Honorable Leo Papas, Presiding U.S. Magistrate Judge for the Southern District of California San Diego, CA

Law Clerk

August 2005

International Organization for Migration, Legal Affairs Dept.
Geneva, Switzerland
Law Clerk May 2005-July 2005

EDUCATION

Syracuse University College of Law - Syracuse, NY
Juris Doctorate, August 2007

Activities:

Managing Editor, Impunity Watch Online Journal
President, International Law Society

Honors:

Highest Grade in Drafting and Negotiating International Business Documents
L.F.E. Goldie Award for Outstanding Contribution to International Legal Studies
Global Law and Practice Certificate Recipient

University of California, Davis - Davis, CA
B.A. International Relations, Minor in French, March 2001

University of Grenoble, Institute of Political Science - Grenoble, France
Certificate of Political Science Studies, August 1999-July 2000

PROFESSIONAL DEVELOPMENT and SKILLS

- *Passed New York State Bar Exam, Awaiting Admission
- *Passed American Society of Pension Actuaries 1A, 1B, Daily Valuation, and C-1 401(k) exams
- *Fluent in French (written and spoken)
- *Proficient user of Bullhorn, EZ Access, LexisNexis, WestLaw, Microsoft Office Applications, Relius, Schwab RT, InvestLink, Salesforce, Filemaker (MAC and PC 1 iterate).