

# KAREN BOYD WILLIAMS

P.O. Box 2115

Mansfield, TX 76063

## SUMMARY

Experienced Attorney with 14+ years of practice handling arbitration, real estate, contract, financial services, bankruptcy, healthcare, insurance, and personal injury matters. Adept at adjudicating, research, drafting, review, negotiation, communication, case preparation, and case presentation. Proficient in managing corporate and individual clients, in creating and managing workflow and processes, and in supervising other professionals. Excellent writing and analytical skills. Strong sense of accountability and work ethic; act with a high level of professionalism and confidentiality. Personable; work well in a team environment and independently. Proficient in Microsoft Office, G Suite, and Adobe.

## PROFESSIONAL LICENSES & CERTIFICATIONS

- ❖ Member of State Bar of Texas since November 2015
- ❖ Member of Illinois State Bar since May 2007
- ❖ Member of United States District Court for the Northern District of Texas since May 2016
- ❖ Member of United States District Court for the Northern District of Illinois General and Trial Bars since June 2009

## EXPERIENCE

*Law Office of Karen Boyd Williams*

05/2007 – present

### Arbitrator

*FINRA (Financial Industry Regulatory Authority)  
State Corporation Commission, Balance Billing Virginia  
Colorado Division of Insurance, Department of Regulatory Agencies  
Texas Department of Insurance  
Texas Comptroller*

- Apply laws, procedures, and industry knowledge to settle disputes
- Conduct and oversee hearings and render decisions
- Compel, review, and analyze documentation, records, and other evidence presented by parties in dispute
- Hear testimony and examine witnesses as necessary

### Attorney

- Act as Corporate and Contracts Counsel and Advisor for various business organizations
- Research and analyze, provide legal advice and recommendations, draft orders, memos, and letters
- Analyze, draft, review, negotiate, and modify purchase and sale contracts, licensing and vendor agreements, financial, and settlement documents
- Draft, prepare, and file petitions, motions, discovery, and other legal documents
- Propound and answer discovery requests
- Review and analyze medical records and itemized billing
- Act as a client representative in judicial proceedings

### Attorney, EDiscovery and PreLitigation

*Clark Hill Strasburger  
Redgrave LLP  
Legility LLC  
DTI/Epiq  
Tower Legal*

- Lead teams of up to 39 attorneys across multiple States
- Assist various counsel during investigations and in preparation for litigation involving healthcare, insurance, contracts, and financial services law matters
- Answer and propound discovery for personal injury matters
- Analyze, research, and apply pertinent laws to documents being produced during discovery
- Manage workflow, quality control processes, and production schedules and deadlines, and

ensure all assignments are complete and in compliance with client specifications

- Perform quality control activities
- Evaluate the performance of team members; provide advice and guidance to team members on work and administrative matters
- Create and timely deliver daily, weekly, ad hoc, and closing reports, as well as individual attorney evaluations, including metrics tracking, substantive summaries, and project narratives, pursuant to communicated specifications and schedules of client and agency

*Joseph, Lichtenstein & Levinson*

05/2005 – 11/2005

## **Law Clerk**

- Researched, and analyzed legal and factual issues; drafted, prepared, and filed pleadings, motions, discovery, and letters for personal injury and workers' compensation matters
- Assisted in the review of medical and other records and in compiling settlement packages

## **EDUCATION**

**DePaul University College of Law**, Chicago, Illinois

Juris Doctor (part-time evening student)

*Honors:* Recipient, CALI Award (highest grade in class) for Health Policy and the Law

*Activities:* Journal of Art and Entertainment Law (Assistant Editor), Intellectual Property Law Society, Student Bar Association

**American InterContinental University**, Hoffman Estates, Illinois

Masters of Business Administration in Global Technology and E-Commerce

*Honors:* Honor Student

**Truman State University**, Kirksville, Missouri

Bachelor of Arts in Mass Communication

*Honors:* Dean's List

## **PROFESSIONAL ASSOCIATIONS and COMMUNITY SERVICE**

- ❖ Association of Women Attorneys of Lake County, Board of Directors, Bylaws Committee Co-Chairperson
- ❖ U.S. Bankruptcy Court, Volunteer Panel Attorney
- ❖ Prairie State Legal Services, Volunteer Attorney
- ❖ NAACP Lake County, Executive Board, Legal Redress Committee Chairperson
- ❖ Salvation Army, Board of Advisors
- ❖ Ms. Glades School of Chaplaincy, Board of Directors
- ❖ Daisy's Resource Optional School, Board of Directors
- ❖ MISD Leadership Committee
- ❖ DJMS PTA, Executive Board, Vice President Volunteers and Media
- ❖ MLIS PTA, Executive Board, Treasurer