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BAYLEIGH JORDAN PETTIGREW

Experience

Masserman & Ducey, Sherman Oaks, CA

Oct. 2012 – August 2013

Associate Attorney

- Drafted a variety of successful motions and pleadings including motions to quash, motions for summary judgment and adjudication, motions for new trial and judgment on the verdict and demurrers and motions to strike.
- Involved in all aspects of discovery including drafting discovery requests, drafting objections and responses, writing meet and confer letters to opposing counsel and drafting motions and oppositions to motions to compel discovery.
- Communicated with carriers and clients in developing strategy in insurance defense cases.
- Argued motions and attended court hearings from case management conferences to mandatory settlement conferences to final status conferences to post-judgment hearings including debtor exams and other judgment enforcement measures.

Independent Legal Consultant, Hollywood, CA

Aug. 2011 – Oct. 2012

Attorney

- Drafted documents for local businesses including LLC formation documents, liability waivers, vendor agreements, rules, regulations and operations manuals, employment and agent agreements and demand letters.
- Negotiated and reviewed sponsorship and event venue agreements.
- Advised and assisted small businesses with collection litigation investigations and procedures.

Morris & Associates, Burbank, CA

Feb. 2009 – July 2011

Associate Attorney

- Prepared cases at all stages of civil litigation from complaint through judgment to appeal in a large variety of matters including breach of contract, probate and trust litigation, guardianship and conservatorship issues, employment and labor issues, bankruptcy creditor claims, attorney malpractice and commercial lease disputes.
- Oversaw cases at hearings and mediation sessions, deposed witnesses and defended depositions, prepared and argued motions, briefs, and other pleadings in civil and probate matters, analyzed case law and code using Westlaw and other resources, and communicated with clients and other attorneys in negotiating settlements.
- Excelled at reviewing and analyzing evidence and working with expert witnesses in complex cases.
- Researched state and federal law and drafted memorandums, estate planning documents, lease agreements, and secured bank loan documents.

Los Angeles County District Attorney's Office, Los Angeles, CA

Summer 2007

Certified Law Clerk – Felony Preliminary Hearings & Hardcore Gang Division

- Prepared felony prelims, direct and re-directs of witnesses, and argued for defendants to be held to answer felony criminal charges in front of L.A. Superior Court judges under D.D.A. supervision.
- Researched and drafted motions of opposition and memorandums requesting use immunity for witnesses.
- Examined law enforcement reports, interview transcripts, crime scene photos and videos and other evidence to prepare organized memorandums detailing useful facts, evidence and statements in multi-suspect, multiple-charge, violent gang-related crimes including murder and analyzed usefulness of admissible evidence and courtroom strategy with supervising attorney.

Los Angeles County District Attorney's Office, Los Angeles, CA

Summer 2006

Law Clerk – Consumer Protection Division

- Researched criminal and civil law in such areas as consumer protection, environmental, and high tech crimes.
- Drafted motions, briefs, abstracts of judgments and investigated consumer complaints.
- Examined, organized and presented information discovered in substantial amounts of evidence collected by multiple government enforcement agencies.

Office of the City Attorney, Los Angeles, CA

Fall 2004

Extern – Civil Litigation Division

- Researched and drafted motions, notices, and interrogatories using Lexis and municipal codes.
- Drafted correspondence to opposing counsel and city attorney investigator.

Other Relevant Experience**Escada**, Costa Mesa, CA 2002-2003*Assistant Manager*

- Shared all responsibilities of running successful designer sales business and achieved most profit per square foot of all U.S. boutiques. Performed all managerial duties, including resolving human resource issues.

Chanel, Beverly Hills, CA 1999-2002*Assistant Manager of Operations*

- Supervised support staff of up to 26 employees and support operations of high-volume, multi-million dollar designer apparel and accessories boutique, including human resources and accounts payable and receivable.
- Oversaw training of staff members, developed “best-practice” procedures and maintained well-organized inventory control system resulting in lowest loss in history of boutique and among U.S. boutiques.

Education**U.C.L.A. School of Law**, Los Angeles, CA J.D., May 9, 2008

G.P.A.: 3.326 (Cumulative); 4.10 (Spring 2008)

- “Excellence in Preparation for Trial Practice “ Dean’s Choice Award – American Board of Trial Advocates (November 2008)
- Moot Court Honors Program (Fall 2007, Spring 2008)
- Winner – Outstanding Brief Writer, Respondent (Fall 2007)
- Production Editor – Women’s Law Journal (Fall 2007, Spring 2008)
- Entertainment Law Review – Cite Checking (Fall 2005, Spring 2006)
- 1L Oral Argument Competition Participant (Spring 2006)

Stephens College, Columbia, MO B.A. in Law, Philosophy, & Rhetoric, with Honors, May 2005

G.P.A.: 3.854

Additional Training and Volunteer Activities

- Co-founder of PSO, LLC, an aerial dance organization September 2011-present
- Volunteer Los Angeles City Attorney (through TAP program) – two trials to verdict June 2010
- Los Angeles County Bar Association Trial Advocacy Project and ITAP Training Program 2009
- Pro Bono Volunteer for Child Adoptions at Children’s Alliance, Los Angeles 2009-present
- Volunteer at AYFSC Club Events, U.S. National, and World Figure Skating Championships 2000-2007
- Raised over \$2500 for breast cancer research completing two Avon Breast Cancer 60-mile walks. 1999-2000

Other Activities

- Artistic and peak training coach (dance) and assistant choreographer 2011-2013
- Competitive and professional figure skater, coach, and choreographer 1992-2007

REFERENCES AVAILABLE UPON REQUEST