

EMILY T. VAN DERA

9030 W. Auer Avenue
Milwaukee, WI 53222

EDUCATION

MARQUETTE UNIVERSITY LAW SCHOOL, Milwaukee, WI

Juris Doctor, cum laude, May 2013

GPA: 3.402/4.000

Class Rank: Top 25%

Honors: CALI Awards (Highest Grade) – Contract Drafting (Fall 2012) and Real Estate Contracts and Conveyancing (Spring 2012)
Dean's List, Spring 2013, Fall 2012 and Spring 2012

Activities: Marquette Volunteer Legal Clinic, Legal Volunteer
Pro Bono Society Member

UNIVERSITY OF WISCONSIN-MADISON, Madison, WI

Bachelor of Science in Economics and Political Science (Double Major), May 2010

GPA: 3.62/4.00

Honors: Dean's List, Fall 2009 and Spring 2009

LEGAL AND GOVERNMENT EXPERIENCE

MILWAUKEE PUBLIC SCHOOLS, Milwaukee, WI

Contract Law Coordinator, Department of Procurement and Risk Management, February 2016-present

- Draft and negotiate contracts, leases, data-sharing agreements and memoranda of understanding on behalf of MPS
- Develop requests for proposal to competitively acquire services specific to the organization needs of MPS.
- Review and edit software licenses and terms of use for technology purchases
- Implement and manage a third-party software solution to collect certificates of insurance from vendors and verify their compliance with MPS' contractual requirements
- Provide guidance to internal departments on the interpretation of MPS' administrative policies and procedures
- Assist with updating of template agreements and establishing standard operating procedures

MILWAUKEE COUNTY, Milwaukee, WI

Associate Project Manager, Department of Economic Development, June 2013-February 2016

- Drafted amendments to Milwaukee County Code of General Ordinances for disposition of tax foreclosure properties
- Created template agreements, compliance plans and reporting mechanisms to ensure disadvantaged business enterprise, residential hiring and workforce training participation on County development projects
- Wrote successful grant application for state funding to launch a marketing effort for vacant downtown land
- Participated in negotiations and drafting of options to purchase and a development agreements for several multi-million dollar mixed-use developments
- Conducted searches at the County's Office of the Register of Deeds to determine what encumbrances are recorded against County properties to assist in formulating redevelopment strategies
- Issued Right of Entry permits to developers to conduct environmental testing on property under contract for sale
- Reviewed appraisals, due diligence materials and title reports relating to the sale of County-owned properties
- Prepared and presented reports, resolutions and fiscal notes to the standing committees of the Milwaukee County Board of Supervisors on a variety of issues including leases, land sale proposals and grant opportunities

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT, Milwaukee, WI

Legal Intern, May 2011-May 2013

- Researched and wrote legal memoranda regarding construction contracts, public bidding requirements, environmental concerns, and statutory interpretation issues
- Created and presented seminar on government ethics to new employees
- Reviewed public records requests and notices of claim
- Assisted in the development and implementation of District-wide policies regarding carrying concealed weapons, substance testing, social media usage and open records compliance
- Answered inquiry from the Wisconsin Department of Natural Resources regarding contaminated soils at a former construction site
- Investigated and drafted position statement for a \$5 million construction contract dispute claim
- Responded to employment discrimination claims

OTHER QUALIFICATIONS/SKILLS

Wisconsin Law License – Bar Number 1084990 (Active)

Registered Notary Public – State of Wisconsin (Permanent Commission)

Trained LEAN Facilitator