



Date of Council Meeting: June 11, 2013

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Town Council appointment to the Commission on Public Art (COPA)

**Staff Contact:** Lee Ann Green, Clerk of Council

**Recommendation:** That Council consider Council Member Wright's nomination of Ms. Margaret Ferrell for appointment to the COPA.

**Background:** The terms of office for Commissioners correspond to the term of the council member who nominated them.

**Fiscal Analysis:** Section 2-197 of the Town Code was amended on May 14, 2013 to provide \$900 annual compensation for each Commission member.

**Attachments:** (1) Appointment Resolution  
(2) Resume

**Margaret Ferrell**  
129 Harrison Street NE  
Leesburg, VA 20176  
mef209@aol.com  
202.257.5127

## **Education**

### **B.A. POLITICAL SCIENCE, ENGLISH 1985**

The University of South Carolina Columbia, South Carolina

### **CERTIFICATE WITH HONORS 1985**

The National Center for Paralegal Training Atlanta, Georgia

## **Skills**

**MICROSOFT OFFICE SUITE, SUMMATION, CONCORDANCE, SERENGETI, ENCASE, LIVENOTE, TRIAL DIRECTOR, RELATIVITY, AUTONOMY, ICONNECT, JFSLITIGATORS NOTEBOOK, LOTUS NOTES, EMAIL EXTENDER AND THE LEGATO SYSTEM; KAZEON(EMC2), CASECENTRAL.COM, CASEMAP, SALESLOGIX, IPRO, DISCOVERY ATTENDER, LEXIS/NEXIS, WESTLAW, PACER, WINDOWS, INTERNET EXPLORER, NETSCAPE NAVIGATOR, WORDPERFECT 8, CITRIX, REDDOC AND RINGTAIL.**

## **Employment**

### **Litigation Analyst**

January 2012 – Present

#### **Federal Home Loan Mortgage Corporation, McLean, Virginia**

Legal Analyst responsible for coordination of efforts of in house and outside counsel in litigation matters. Responsible for document requests and productions, collection and preparation of e discovery, review of documents for responsiveness to requests from Federal and Oversight Agencies.

### **Litigation Analyst**

February 2005 – January 2012

#### **American Capital, Ltd., Bethesda, Maryland**

Litigation Analyst responsible for the coordination of efforts of in house and outside counsel in litigation matters. Responsible for document requests and productions, collection and preparation of ediscovery, corporate compliance, review of documents for responsiveness to requests. Responsibilities also include the preparation and implementation of litigation holds and document custodial issues in response to complaints and subpoenas. Risk management team responsibilities include negotiation of claims for E&O and D&O litigation with insurance broker and carriers. Responsible for the development, implementation and continuing compliance of policies and procedures for IT, document retention and document management including the development and implementation of integrated archiving systems and databases for the company. Management responsibilities include the management and training of legal and administrative assistants and clerks on litigation support products, compliance and archiving systems.

### **Senior Litigation Legal Assistant**

November 2000 - February 2005

#### **Kirkland & Ellis, Washington, D.C.**

Litigation Legal Assistant - Lead paralegal for large litigation projects and trials in Federal District Courts, State Courts and Arbitrations. Responsibilities included selection, management and supervision of project attorneys and paralegals during document reviews, discovery and preparation for trial. Project management including budgeting, requesting RFP's and negotiating contracts for vendors, site selection and planning, document review, coding, imaging and database development. Management and

organization of documents on computerized litigation support programs used in trials and arbitrations for antitrust, securities, corporate, product liability, health care, transportation, environmental and Intellectual property litigation matters. Orchestration of trial demonstratives and exhibits, including, technology selection and usage in the courtroom. General database research and document selection for depositions, witness preparation, and, creation of court demonstrative trial exhibits.

**Litigation Manager**

September 1997 - November 2000

**Independent Contractor, Washington, D.C.**

Litigation Case Manager with Collier Shannon Scott, PLLC. Lead paralegal for large litigation projects and trials in Federal District Courts, State Courts and International Arbitrations. Supervision of project attorneys and paralegals during document reviews and document production for FTC second requests and trials. Orchestration of site planning, vendor contract negotiations, document review, coding and imaging process for offsite document productions and trial preparation. Management and organization of documents on computerized litigation support programs used in trials and international arbitrations for multimillion dollar tobacco, antitrust, transportation, and environmental and intellectual property litigation matters. General database research, document selection for depositions, witness preparation and creation of court demonstrative trial exhibits.

**Legal Assistant**

March 1997 - June 1997

**Ropes & Gray, Washington, D.C.**

Responsible for preparation of initial and continuing compliance documents for submission to the SEC and national exchanges for Investment Company clients. Drafted general corporate documents, contracts and service agreements. Created board of director's agendas and minutes.

**Membership Director**

September 1996 - March 1997

**The Club at Franklin Square, Washington, D.C.**

Responsible for recruiting members, planning special events, preparing annual membership budget, recruiting, training and managing administrative staff.

**Legal Assistant to Corporate Practice Group**

1993 - September 1996

**Bryan Cave LP, Washington, D.C.**

Prepared initial and continuing compliance filing documents for submission to SEC and national exchanges. Researched general corporate and state securities issues. Prepared Hart-Scott-Rodino, Foreign Agent Registration Act filings and Lobbying Reports. Developed administrative forms and manuals for legal assistant program, monitored workloads and schedules, organized legal assistant training seminars and luncheons. Recruited legal assistants. Organized special events and social functions for the firm.

**Legal Assistant**

1992 - 1993

**Kelley, Drye & Warren, Washington, D.C.**

Responsibilities included drafting documents for submission to SEC and state securities commissions for real estate syndication offerings, responding to comments from state securities commissioners to negotiate clearance of offerings, drafting partnership documents and agreements, and conducting investor and real estate closings.

**Legal Assistant**

1989 - 1992

**Sidley & Austin, Washington, D.C.**

Primary duties included monitoring legislation relating to FIRREA, attending congressional and banking industry hearings and press conferences, drafting monthly newsletter relating to recent legislation as marketing tool for clients, developed in-house thrift and bank regulatory reference binders.

**Legal Assistant** 1988 - 1989

**Rosen & DeMartino, Washington, D.C.**

Duties were drafting SEC and state securities filings, drafting corporate partnership documents and agreements, and conducting real estate syndication closings.

**Legal Assistant** 1986 - 1988

**Kirkpatrick & Lockhart, Washington, D.C.**

Responsible for the initial and continuing compliance to the SEC and exchanges for investment company clients. Drafted general corporate documents, contracts and service agreements. Created board of director's agendas and minutes.

**Membership/Education Coordinator** 1984 - 1986

**American Society of Pension Actuaries, Washington, D.C.**

Responsible for coordinating member services outreach program, created promotional materials, implemented membership meetings for 1,500, planned and organized special events and substantially contributed to the monthly trade newsletter. Responsible for coordinating educational courses for national series certification, planned educational training seminars, co-managed annual convention of 1,200 attendants.

**Instructor** 1992 - 1995

**George Washington University Professional Paralegal Program, Washington D.C.**

Instructor for Blue Sky Law and Professional Ethics Seminars.

**Activities**

**Pro bono projects:** Whitman Walker Clinic, Zaccheus Legal Clinic - helped clients work through landlord tenant disputes, prepared wills and helped clients with public entitlement requirements. Everybody Wins Reading Mentor Program in the DC Public Schools.

**Community projects:** Habitat for Humanity, Friends of Homeless Animals in Northern Virginia (FOHA), Martha's Table, Special Olympics, Washington DC Kindred Sister (Big Sister Mentoring program).

**REFERENCES AVAILABLE UPON REQUEST**

PRESENTED June 11, 2013

RESOLUTION NO. 2013-

ADOPTED \_\_\_\_\_

A RESOLUTION: MAKING AN APPOINTMENT TO THE COMMISSION ON PUBLIC ART

WHEREAS, participation by public-spirited citizens on town boards, commissions and committees is vital to the success of town government and the democratic process; and

WHEREAS, boards, commissions and committees serve an indispensable role in providing recommendations concerning town policy and programs; and

WHEREAS, Council desires to appoint effective individuals to serve at its will and pleasure on these advisory boards; and

WHEREAS, a vacancy exists on the Commission on Public Art.

THEREFORE, RESOLVED that the Council of the Town of Leesburg in Virginia hereby appoints Margaret Ferrell to a term ending December 31, 2014.

PASSED this 11th day of June, 2013.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council