

NATASHA L. FENTY

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Education

University of the Pacific, McGeorge School of Law; Sacramento, CA - JD, December 2009

Pepperdine University; Malibu, CA - B.A., 2005

Bar Admission

Admitted to the California Bar in 2014.

Professional Experience

Attorney, The Law Offices of Vincent W. Davis & Associates; Arcadia, CA

20-30hrs/wk; November 2016 – Present

- Represents parents, grandparents, foster parents in the juvenile dependency case
- Prepares the necessary motions, pleadings, reports, etc.
- Conducts legal research
- Interviews clients and witnesses to gather evidence/facts

Administrative Assistant, Department of Justice, U.S. Marshals Service; Kingston, Jamaica

40hrs/wk; December 2015 – Present

- Utilizes law enforcement and commercial automated databases (National Crime Information Center (NCIC), Warrant Information Network (WIN), Internet, etc) to conduct preliminary research for criminal investigations;
- Utilizes office automation and various software packages (i.e. PowerPoint, WordPerfect, Word, Excel, Access)
- Edits, prepares, reviews, composes, and finalizes various types of reports and technical and non-technical correspondence and documents;
- Develops and maintains spreadsheets and databases in support of USMS operations;
- Assists the USMS Country Attaché in monitoring the USMS budget work plan and compares the financial reports with internal files to ensure accuracy of items posted;
- Administers USMS financial transactions with Department of State;
- Provides advice and assistance on administrative policies procedures;

Legal Assistant, Rincon Band of Luiseno Indians; Valley Center, CA

40hrs/wk; March 2012 – April 2014

- Reviewed and proofed contracts, deeds, title reports, environmental evaluations/permitting requirements, various correspondence, memoranda, contracts, pleadings, resolutions, reports, deeds and other documents and draft action items, notes and reports on the same to the Attorney General;
- Prepared and filed pleadings with the Inter-Tribal Court of Southern California, attended hearings, administrative proceedings and trials;
- Conducted Westlaw & other online research, IRAC & sheppardized cases, researched statutes, regulations, Interior Board of Indian Appeals proceedings and other public records;
- Attended meetings as requested and California Legal Education seminars in person or via teleconference, took notes and wrote memos to file;
- Prepared and transmitted reimbursement requests, reconciled and approved budget and corporate credit card;
- Created documents library of various commercial and governmental agreements and documents.

Hearing Representative, Health Advocates; Sherman Oaks, CA

40hrs/wk; April 2011 – March 2012

- Argued cases in front of Administrative Law Judges (ALJ);
- Wrote, edited, and finalized hearing decisions for ALJ's approval and signature;
- Analyzed cases for congruence with regulations and program requirements;
- Composed arguments for hearings and gathered relevant medical evidence;
- Coordinated with ALJs and Clerks regarding any issues with proposed decisions;
- Reviewed medical records for strength of medical evidence;
- Reviewed files to determine viability of an appeals hearing;
- Contacted claimants to discuss case and gathered information;
- Communicated with case managers regarding case status.

File/Law Clerk, CB Richard Ellis; Los Angeles, CA
25-30hrs/wk; September 2010 – April 2011

- Drafted letters to clients and opposing counsel;
- Drafted and sent out discovery responses and attachments;
- Reviewed billing;
- Created and kept detailed records of files and documents;
- Prepared and shipped closed files to storage facilities.

Legal Research Assistant, Public Defender's Office (Juvenile Division); Sacramento, CA
40hrs/wk; January 2008 – November 2009

- Appeared in court to represent juvenile clients daily at their detention/arraignment hearings;
- Communicated and negotiated resolutions with opposing counsel, Judge, Deputy District Attorneys, Probation Officers, Child Protective Service workers, counselors, education/ mental health providers, and rehabilitation service providers;
- Researched, prepared motions, and assisted attorneys with trial preparation;
- Prepared and took Informal Juvenile Cases to trial which included research, motion writing, negotiations, discovery, and investigations;
- Handled juvenile drug court proceedings in conjunction with the probation department and the Judge;
- Prepared court calendar for afternoon detention and arraignment hearings;
- Retrieved case information and client information for daily calendars;
- Interviewed juvenile clients and parents prior to hearings.

Law Clerk, Dreyer, Babich, Buccola & Callahan; Sacramento, CA
40hrs/wk; October 2006 – December 2007

- Assisted with trial preparation and settlement of personal injury lawsuits;
- Drafted demand letters and correspondence about status of cases to clients and opposing counsel;
- Ordered and reviewed medical records and documents from various sources;
- Prepared deposition summaries, medical record summaries and medical expense summaries;
- Assisted clients in responding to discovery and gathered necessary evidence;
- Edited motions and correspondence for final signature.

Skills

- Experienced user of PACER, Sharepoint, CUBS, Mixie, JAS & CJIS, Westlaw, LexisAdvance, Word, Excel, Outlook, PowerPoint, Abacus, Compulaw, Legal Solutions, E2 Solutions, ILMS, eServices, JDIS, and NCIC