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PROFESSIONAL LEGAL EXPERIENCE

EAST BAY COMMUNITY LAW CENTER, Berkeley, CA 2009 - 2011

Policy Director and Supervising Attorney, Clean Slate Practice

Supervised staff and student interns. Recruited and trained students and pro bono attorneys. Developed direct service and impact litigation strategies to enforce employment protections. Provided technical assistance to organizations interested in providing "clean slate" services for low-income clients and to legislative staff. Argued motions for expungement and other criminal record remedies and for reinstatement of occupational licenses.

NATIONAL EMPLOYMENT LAW PROJECT, Oakland, CA 2008 - 2009

Staff Attorney

Direct representation in federal administrative process and employment discrimination settlement negotiations with employers. Drafted legislation and municipal ordinances, provided technical support, developed best practice guides and lobbied to expand equal employment opportunities for people with criminal records. Represented port workers in federal appeal process to obtain worker credentials.

BERKELEY CENTER FOR CRIMINAL JUSTICE, UC Berkeley, CA 2007 - 2008

Program Associate

Defined priority research areas for Berkeley Law School center focused on criminal justice policy reform. Researched innovative criminal justice issues including expanding employment opportunities, prison reform and juvenile justice. Prepared budget for all center activities. Drafted grant proposals and prepared grant reports. Coordinated hiring process, including recruitment and training. Supervised staff and mentored law students.

CONTRA COSTA COUNTY OFFICE OF THE PUBLIC DEFENDER, Martinez, CA 2006 - 2007

Research Attorney/Death Penalty Law Clerk

Researched, drafted, and argued various motions. Attorney for legal team in a pre-conviction capital case; performed factual investigation, tracked expenses, researched and drafted motions.

BERKELEY LAW FOUNDATION, Berkeley, CA 2005- Present

Chief Financial Officer; Year Long Grant Co-Chair; Board Member

Provided financial oversight and completed tax filings for public interest law foundation committed to increasing diversity in the legal profession. Coordinated selection process and monitored progress for post-graduate grants.

VARIOUS EMPLOYERS 2003 - 2005

Legal Intern

- ALAMEDA COUNTY OFFICE OF THE PUBLIC DEFENDER, Oakland, CA - 2005: Researched, drafted, and argued motions to dismiss charges brought against defendants.
- EAST BAY COMMUNITY LAW CENTER, Berkeley, CA - 2004 - 2005: Defended citations, assisted in discovery for affirmative housing case, and drafted policy guide regarding collateral impacts of a criminal record. Mentored new interns. Defended an unlawful eviction from public housing including taking a deposition.
- PUBLIC ADVOCATES, San Francisco, CA - 2004: Legal research and writing to support the Transit and Housing Equity programs including reviewing housing elements to ensure local compliance with state law.
- COMMUNITIES FOR A BETTER ENVIRONMENT, Oakland, CA - 2003: Provided research support. Drafted comments on state and federal clean air regulations and compliance guidelines.
- MAKE THE ROAD BY WALKING, Brooklyn, NY - 2003: Advocated for member's at hearings to obtain public assistance and social security disability. Researched city ordinances and regulations to develop housing code enforcement campaign. Lobbied city council members to expand interpretation services at local hospitals.

JESSICA "Jessie" YAGI WARNER

OTHER PROFESSIONAL EXPERIENCE

FIRELIGHT MEDIA, INC., New York, NY 2001-2002
Business Manager
Handled financial, budget and business matters of non-profit producing documentary films on civil rights themes. Coordinated international team of activists at the World Conference Against Racism in Durban, South Africa.

JUSTACT: YOUTH ACTION FOR GLOBAL JUSTICE, San Francisco, CA 1999-2000
Coordinator and Participant
Coordinated Bike-Aid, a 9-week, cross-country bicycle trip combining education with community service. Supervised interns to plan routing details for four different routes. Developed a national outreach strategy.

WALSH PACIFIC CONSTRUCTION, Pleasanton, CA 1994-1998
Calera Creek Water Recycling Plant and Wetlands Restoration- Pacifica, CA
Field Engineer- Supervised crews, coordinated sub-contractors, and consulted with owner's representatives and engineers for a 36-million-dollar, environmentally sound wastewater treatment plant. Managed a five-million-dollar budget for field operations.
EBMUD Adeline Maintenance Facility- Oakland, CA
Mechanical, Electrical and Plumbing (MEP) Coordinator- Coordinated MEP subcontractors in final phases of a 25 million-dollar project for the East Bay Municipal Utility District (EBMUD).
Castro Valley BART Station and Parking Lot- Castro Valley, CA
Quality Control Engineer- Coordinated all inspections for a 28 million-dollar Bay Area Rapid Transit (BART) station on the Dublin/Pleasanton line.

MORLEY CONSTRUCTION, Santa Monica, CA 1993-1994
Cooperative Intern/Project Engineer
At Pepperdine Student Housing Project, coordinated material submittals for architect's review. At Main Office, estimated numerous projects including seismic retrofits, concrete, and steel- and wood-framed buildings.

VARIOUS ORGANIZATIONS 1996-2003
Volunteer

- CALIFORNIANS FOR JUSTICE (CFJ), Oakland, CA- 1996-2000, 2003: Organized in communities of color including the fight against the California Civil Rights Initiative that dismantled affirmative action, the Gang Violence and Youth Crime Prevention Bill and Proposition 54, the Racial Privacy Initiative.
- PRISON MORATORIUM PROJECT, Brooklyn, NY- 2000-2003: Researched rural economic development models as alternatives to the expansion of the prison system in New York State. Campaigned for drug sentencing reforms. Facilitated discussions with youth members about political movements and the global economy.

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY SCHOOL OF LAW (BOALT HALL) Juris Doctor, May 2005
Activities: Asian Law Journal; Berkeley Law Foundation; Coalition for Diversity; Worker's Rights Clinic
Honors: Boalt Hall Bridge Fellow

BROOKLYN LAW SCHOOL 2002 - 2003
Honors: Edward V. Sparer Public Interest Law Fellow

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO 1994
B.S. Construction Management,
Honors: Dean's List

BAR MEMBERSHIP

California State Bar Association Admitted December 2005 State Bar Number: 241333
American Bar Association Criminal Justice Section- Reentry Subcommittee Member

PUBLICATIONS

Cities Pave the Way: Promising Reentry Policies that Promote Local Hiring of People with Criminal Records, Strategy Guide; with Maurice Emsellem

Tyfahra Danielle Singleton

EDUCATION

- 2011 **University of California, Berkeley**
Ph.D., Comparative Literature, designated emphasis in Film Studies
- Beat hundreds of applicants for one of eight spaces in the #1 ranked US program
 - Awarded the prestigious five year, Chancellor's Fellowship
 - Received over \$189,000 in government grants
 - Awarded \$25,000 in private grants from the Andrew W. Mellon Foundation
- 2000 **Oberlin College**
B.A., English and Comparative Literature, with Honors

WORK EXPERIENCE

- 2013- Present **Great Oakland Public Schools, Oakland**
Data Manager
- Implementing a database for contact relations management
- 2012- Present **University of California, Berkeley**
Visiting Scholar in Comparative Literature and Critical Theory
- Conduct research for publication projects
- 2011- 2012 **University of California, Berkeley**
James R. Gray Postdoctoral Lecturer in Comparative Literature
- Teach (including writing curriculum and syllabi) four sections per year of Reading and Composition literature courses
 - Supervise three graduate student Teaching Assistants per year
 - Evaluate graduate student teaching effectiveness
 - Administer student evaluations of graduate student teaching
 - Mentor graduate students on time management and strategic planning for teaching during academic graduate work
- 2011- 2012 **University of California, Berkeley**
Writing Workshop Instructor
- Developing and Teaching writing workshop for Mellon Mays Undergraduate Fellows
 - Teach senior and junior fellows, writing, research methods and academic presentation skills
 - Design and lead year-end public Mellon conference
- 2007-2011 **Sylvan Learning Center, Piedmont**
Teacher/Instructor
- Instructed 4th-12th grade students in writing, reading and math, both on and offsite
 - Taught Supplemental Education Students (SES)
 - Redeveloped Sylvan Piedmont's writing curriculum

2003-2011

University of California, Berkeley

Graduate Student Instructor

- Course Head in the introductory seminar for Comparative Literature
- Taught two sections per year of Reading and Composition courses
- Supervised graduate student Teaching Assistants

2000-2002

Corbis Corporation, Bellevue, WA and Chicago, IL

Administrative Assistant (2000); Executive Assistant (2001); Account Executive (2002)

- Supported 17 Account Executives (as Administrative Assistant)
- Trained all Seattle and Chicago new hires on JD Edwards (Oracle) database software
- Promoted to Executive Assistant for the branch manager (scheduling, travel, expenses, billing)
- Promoted to Account Executive in new Chicago office to license stock photography for commercial usage
- Managed 50+ key accounts in high pressure sales environment with 70K monthly goals

COMMUNITY INVOLVEMENT/VOLUNTEER

2012

Campaign Volunteer: Lynette McElhaney for City Council District 3 August-November 2012

- Conducted research on District 3 community
- Wrote articles and editorials
- Phone Banking
- Door to door community outreach

2012

Peer Reviewer: 2012 All America City Award: The Campaign for Grade-Level-Reading May-June 2012

2005

Curator: Women of Color Film Festival, Berkeley, CA

- Worked closely with Berkeley's Pacific Film Archive
- Screened and selected films directed and produced by women of color from an international selection of artists

SKILLS

Spanish (Speaking and Reading); German, French and Latin (Reading); MS Office 2010; Adobe Acrobat XI Pro;
Database skills: JD Edwards (by Oracle) ; Wordpress

REFERENCES

Josephine Moreno
Arts and Humanities
Graduate Diversity
College of Letters and Science

Erica Roberts
Student Affairs Officer
Comparative Literature

Sarah Somorai
Director of Education (former)
Sylvan Learning Center

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Education

Juris Doctor Candidate

University of California, Hastings
College of the Law, San Francisco, CA
Expected 05/2013

Received "Outstanding Volunteer in Public Service Award" from the CA State Bar for 1L and 2L years for volunteering over 300 hours; volunteered at New Orleans, LA Public Defender's Office during 1L spring break; received J.W. Saxe Memorial Prize (1 of 12 nationally) and Equal Justice America Fellowship for 1L summer internship; as 2L, ABA certified; received Hastings Public Interest Law Foundation Summer Grant for 2L summer internship; as 2L, featured in Hastings magazine; as 2L, op ed on EEOC published in the California Recorder.

Bachelor of Fine Art

Maine College of Art, Portland, ME
05/2005

Graduated with honors; dean's list; received highest amount Talent Award scholarship for four years; interview candidate for graduate school of painting, Yale School of Art, New Haven, CT, March 2005.

Selected Work Experience

Extern

Refugee and Human Rights Clinic, San Francisco, CA
01/2013-present; 20 hrs/wk.
Work to be determined.

Judicial Extern

Hayward Hall of Justice, Hayward, CA
08/2012-11/2012; 35 hrs/wk.
Work under Judges John M. True III and Ioanna Petrou in state civil court. Draft opinions on motions; research memoranda; case briefs; extensive trial and pretrial calendar observation.

Intern

State Division of Human Rights, New York, NY
06/2012-8/2012; 40 hrs/wk.
Investigated 38 employment discrimination complaints under the New York State Human Rights Law, the most of any previous intern. Interviewed parties; compiled comparative data; wrote determinations. Selected to represent office at discrimination roundtable event for state government practitioners.

Extern

Human Rights Commission, San Francisco, CA
01/2012-04/2012; 30 hrs/wk.
Coordinated a public hearing at SF City Hall on the human rights impact of the War on Drugs, from conception to execution. Fact investigation; direct outreach; managed media presence; coordinated written testimony submissions. After internship, hired on contract for design and social media work.

Fair Housing Fellow

East Bay Community Law Center, Berkeley, CA
08/2011-4/2012; 12 hrs/wk.
First person chosen for new fellowship. Worked on cases involving California's Fair Employment and Housing Act, public housing, and reasonable accommodation; Section 8 termination hearings; HUD complaints. For spring semester, created and coordinated housing discrimination testing program.

Summer Law Student Intern

East Bay Community Law Center, Berkeley, CA
05/2011-08/2011; 50 hrs/wk.
Rotating caseload of seven clients at all stages of pretrial; weekly Eviction Clinic and Tenants' Rights Workshop, drafting legal documents for an additional 5-10 clients per week; reasonable accommodation hearings with public housing authorities.

Volunteer Intern

Homeless Advocacy Project, San Francisco, CA
09/2010-05/2011; 8 hrs/wk.
Wrote persuasive briefs and otherwise assisted mentally disabled homeless clients in applying for federal disability benefits. Received "Outstanding Volunteer In Public Service Certificate" given to top 10% of 1800 annual volunteers.

Americorps Construction Crew Leader

Habitat for Humanity East Bay, Oakland, CA
08/2009-07/2010 & 08/2006-07/2007; 40 hrs/wk.
Taught, lead, and managed volunteers in all aspects of green construction, in three developments and 67 houses. After first Americorps term, hired for two months to complete two full-home remodels; in addition to crew leader duties, this work entailed volunteer scheduling, scope-of-work scheduling, and supply takeoffs.

Volunteer Intern

Maine Volunteer Lawyer's Project, Portland, ME
01/2008-05/2008; 15 hrs/wk.
Phone intake for low-income legal assistance hotline.

Volunteer

Common Ground Collective, New Orleans, LA
06/2006 & 08/2006; 50 hrs/wk.
Worked directly with homeowner families on the first phase of rebuilding; gutted mold-infested homes down to studs.