

# Michael A. Bowie

## CHARACTER & WORK-ETHIC QUALIFICATIONS

The work history demonstrates the potential to work successfully in a wide variety of environments. The various countries traveled: Namibia, Angola, Japan, Malaysia, and Singapore. Locally: Workers compensation, interfaced ACOME Guidelines, ratable AME Medical Reports, and other various authorities for defense analysis, negotiations, settlements, and to close claims in workers compensation and in challenging areas of litigation.

## VOLUNTARY COMMUNITY SERVICES

San Francisco Homeless Advocate Program 1988-92  
Glide Memorial Church (feeding homeless) 1987  
Saint Leo's The Great Grammar School (tutoring math) 2006  
Skyline High School (tutoring students in math) 2007  
Allen Temple Baptist Church (tutoring students in math) 2007-2008  
Oakland Technical High School (sponsoring chess tournaments) 2009

## LANGUAGES

English, Some Spanish, Swahili (currently learning)

## EXPERIENCE AND ACCOMPLISHMENTS

- Drafting various legal documents for "letters of intent" for import/export.
- Calendaring various legal documents and deadlines for litigations and negotiations of contracts.
- Supervising and managing various research projects.
- Intakes for homeless in an effort to receive and provide government benefits, such as housing, with on-going education in financial management of their funds. Appearances at hearing for State or Federal benefits.

## EMPLOYMENT EXPERIENCE

1992-Present Pro-Per Legal	<u>Paralegal, Juris Doctor</u> International: travel to various countries to provide services of desalination of sea water. Locally: provided legal assistance to the general public who cannot afford legal representation for the homeless and representation for families to regain or maintain their housing status. Responsibilities included writing briefs and researching various legal issues in processing documents for litigation.
2004-2006	<u>JT2 Integrated Resources</u> (In house counsel-WC Hearing Representative) Duties included creating a legal department within the company with legal recommendation and litigation strategies for appearance at the

WCAB Oakland and San Francisco, as well as, analyzing documents and trend of the particular WCAB and Judge. Attended hearings and trials to negotiate settlement based on authority and rating of medical reports for both represented and non-represented injured worker with adherence to protocols. Depositions were required for some injured workers based on the exposure of the claim.

2002—2004

Valerian, Patterson, Stratman, & Love (Farmers Insurance Company)

(In house counsels-WC Hearing Representative)

Duties included negotiations for settlement of WCAB claims. Instituting and creating a plan for continuance communication with claims representatives from Pleasanton, Cambridge, and Merced, to discuss analysis, legal strategies, including subrosa, and indemnity information to defend, settle and close fraudulent workers compensation claims. Send written status reports of strategic movements during the process of settlement of claims. This resulted in promotional raises and recognition.

1999-2002

Placement Pros, San Francisco, CA (Temp. Agency)

Placement Pro's assignments were for processing and filing of records, imputing and calendaring various legal documents for corporate companies and law firms throughout the San Francisco-Oakland Bay Area. Litigation included Products Liability, Asbestos, Contracts, and Clerking from the following law firms and companies:

Bishop, Berry & Howe, City of Oakland, Envision Law Group  
Lombardie, Loper & Colwell, Bertrand, Fox, Elloit & Colwell  
Preuss, Walker & Shanaugh, Seyfarth, Shaw & Fairweather  
Foley & Lardner, Heron & Heron, Alameda County Superior Court

1996-1998

Hunniecutt, Atty.

Legal Assistant/

Drafting briefs, motions, and researching legal issues for litigation on corporate assigned contracts for collections. Process various documents for superior court and municipal court. Maintained and managed files for trials in various administrative departments.

1991-1992

Office of City Atty

Legal Assistant

Assist attorneys for trial in all aspects of various legal documents, including but not limited to: research, discovery, analysis and litigation initiated by The City Attorney of San Francisco. Provide individual administrative legal assistance, such as intakes, in order to obtain State and Federal funding to advance homeless people within the San Francisco-Oakland Bay Area with Homeless Advocate Program.

### COMPUTER LITERACY

Word Perfect, Microsoft Word, Microsoft Excel , Wang computer systems, Apple Computers. Calendar programs included: Abacus, Legal-ex and Compu Trac, Internet, West Law.

### EDUCATION

BS, Economics-1981

Boston College

Chestnut Hill, Massachusetts

Juris Doctor Degree (1992)

New College School of Law

San Francisco, California

Gregory Maxwell Minor

11 FEB -4 AM 11:31

### EDUCATION

University of California, Berkeley, Boalt Hall School of Law  
Juris Doctorate expected May 2012

Activities: Community Legal Outreach, Environmental Justice Symposium, Equal Justice America Fellow

University of California, Berkeley, College of Environmental Design  
Master of City Planning expected May 2011  
Land Use Planning Concentration

Authored: "Failure to Connect: Why BART Never Reached Marin County"

(quoted at end: [http://www.marini.com/ci\\_15707690?source=most\\_viewed&requestid=1775218](http://www.marini.com/ci_15707690?source=most_viewed&requestid=1775218))

University of California, Los Angeles

Bachelor of Arts in History (minor in Latin American Studies) June 2005

Honors: *Summa Cum Laude*, Phi Beta Kappa

### EXPERIENCE

East Bay Community Law Center, Berkeley, CA

May 2009-present

Legal Intern

- Advocated on behalf of low-income tenants in unlawful detainer actions and affirmative litigation
- Interviewed clients to identify legal issues and took intake over the telephone
- Drafted motions for summary judgment, answers, demurs, stays, discovery requests and responses, jury instructions, motions in limine, as well as jury trial and fee waiver applications
- Deposed witnesses, issued subpoenas, and successfully argued a motion for \$5,033 in sanctions
- Negotiated settlements with landlords and opposing counsel

Office of the City Attorney of San Francisco, San Francisco, CA

June-August 2010

Legal Intern

- Researched and composed legal memoranda concerning different California Environmental Quality Act (CEQA) issues, including impacts on recreational uses, findings, the statute of limitations, and parking related challenges to a neighborhood plan
- Examined First Amendment issues relating to billboards and transit shelters
- Attended settlement and mitigation discussions with Planning Department and Municipal Transit Agency

Fragomen, Del Rey, Bernsen & Loewy, LLP, San Francisco, CA

March-August 2008

Legal Intern

- Authored support letters at a corporate immigration law firm on behalf of foreign nationals petitioning for L, H, O and B visas from the U.S. Citizen and Immigration Services.

Jewish Community Center, San Rafael and San Francisco, CA

January-August 2008

Youth Basketball Coach and Pre-school Aida

- Coached three elementary school teams; created original practices and provided in-game guidance
- Worked with preschoolers to encourage the development of socialization skills

Project Nova Olinda, Rio de Janeiro, Brazil

June 2005-December 2007

Founder/Co-Director

- Initiated and coordinated collaborative effort between PUC (Catholic University of Rio) and community of Nova Olinda towards the creation of a community center for after-school youth programs
- Oversaw all aspects of project development, including: fundraising, production of video documentary, creation of website, administration of funds, construction, strategic decisions and public relations

### FOREIGN LANGUAGE SKILLS

- Fluent in Portuguese and familiar with Spanish