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# ARNETTIA S. WYRE, ESQ., MBA

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◆ Supreme Court, MD and DC Bar

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## SUMMARY OF QUALIFICATIONS

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- Senior executive with over 20 years of experience advising on legal and business matters.
  - Dynamic legal strategist with strong business acumen, leadership, and managerial skills.
  - Demonstrated agility with setting strategy and meeting key performance objectives.
  - Certified mediator and skilled negotiator successful with influencing decision-making at all levels.
  - Exceptional interpersonal skills facilitating problem-solving and consensus-building.
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## PROFESSIONAL EXPERIENCE

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### **LAKE Solutions, LLC, Beltsville, MD**

#### ***Conflict Resolution Consultant (2017 to Present)***

Serve as a third-party neutral – facilitator or mediator - in community-based and workplace disputes.

- Review organizational policies and make recommendations to executive leadership in alignment with corporate values and strategic plans.
- Conduct consistent, fair, and timely workplace investigations applying appropriate investigation plans, interviewing techniques, and outcome summaries with recommendations.
- Conduct stay and exit interviews.
- Analyze employee relations trends to develop proactive solutions.
- Develop and conduct training to support positive employee relations.

### **DISTRICT OF COLUMBIA COURTS, Washington, DC**

#### ***Chief, Courtroom Support & Quality Control Branch (Special Assignment from August 2021 to Present)***

Acting as a trusted advisor to resolve challenging people issues including performance coaching, conflict resolution, and leadership consultation.

- Manage employee relations and advise upper management regarding issues to improve employee morale and productivity while being supportive of organizational policies and procedures.
- Coach and mentor management team to facilitate positive interactions and effective outcomes.
- Conduct internal investigations for workplace cultural issues.
- Work collaboratively across the organization to bring issues to resolution.

#### ***IJIS2 Implementation Team (Special Assignment from February 2021 to Present)***

As a member of the team designing, configuring and implementing a new case management system for the organization, lead the organization's training initiatives.

- Conduct needs analysis and develop plans to maximize efficiencies and minimize costs.
- Work collaboratively with executive management, front-line staff, internal and external consultants to achieve stated objectives within prescribed timeframes.
- Liaise with vendors to develop a comprehensive staff training plan in preparation for go-live.

#### ***Acting Deputy Director, Civil Division (Detail from June 2020 to February 2021)***

As Acting Deputy Director of the Civil Division, worked collaboratively with the Director to manage Division operations by defining clear lines of protocol, authority, responsibility and accountability for 100+ employees. Assessed efficacy of operations while identifying needs and initiating enhancements across four branches.

- Led implementation of Division's management action plan in support of the organization's strategic plan.
  - Identified, recommended, and implemented business processes to improve access to justice as well as employee engagement.
  - Oversaw the Division's progress on the development and implementation of a new case management system.
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- Worked collaboratively with executive management, judicial leadership, and key external stakeholders on matters impacting organizational operations.
- Provided legal advice, guidance, and support to organizational leadership and management officials on a broad array of issues affecting Court operations.

***Acting Senior Operations Manager (Detail from June 2019 to September 2019)***

As a Senior Operations Manager within the Office of the Clerk of the Court, worked collaboratively with the Clerk of the Superior Court to actualize her vision for the organization. Planned, organized, managed, and assisted with both judicial and non-judicial operations and administrative functions of the Court.

- Led a cross-functional team in the standardization of business processes across the organization.
- Counseled and advised on contract and procurement, inclusive of terms, cost, and price analysis.
- Advised on personnel matters as well as Court policies and procedures.
- Developed, implemented, and monitored new initiatives, projects and programs.
- Set performance measures, standards, expectations and deadlines.
- Evaluated the effectiveness of completed assignments and projects.

***Attorney Negotiator (October 2015 – Present)***

As the inaugural Attorney Negotiator for Family Court, responsibilities included reviewing cases, interviewing litigants, identifying issues, and negotiating resolutions in domestic relations cases. Assisted parties in matters related to custody, visitation, child support, divorce, alimony, and distribution of property. Utilizing alternative dispute resolution techniques and skills, negotiated over 600 cases with an 80% resolution rate.

- Interviewed parties eliciting testimony and reviewed evidence in furtherance of case resolution.
- Proposed temporary and/or permanent solutions to the issues brought before the Court.
- Negotiated and drafted proposed orders.
- Thoroughly represented the status of the case to the judicial officer, including any perceived barriers that may affect disposition.
- Collaborated with judicial officers to resolve matters pending before the Court.
- Reviewed and interpreted federal and state laws and regulations impacting upon Family Court operations.
- Researched facts and laws in assigned cases pending before the Court.
- Assessed staff training needs and recommended opportunities to enhance development.
- Trained, managed, and supervised volunteer attorney negotiators.
- Served as liaison to partner agencies and other Court divisions concerning mutual programs.
- Participated in court conferences, trainings, meetings, and committees regarding office and Court initiatives and programs, procedures, rules, policies and studies.
- Recommended opportunities to create synergy across the organization.

**WRIGHT LAW GROUP, P.C., Washington, DC**

***Managing Attorney (Jan 2004 - Oct 2015)***

Responsible for daily oversight and administration of firm. Established short and long-range goals. Developed standard operating procedures. Led strategic planning and staff development while overseeing and managing business operations to ensure quality controls were maintained. Represented over 300 clients on matters related to corporate operations and administrative matters, real estate, civil rights, domestic relations, and trusts & estates matters. Prepared for and participated in over 500 hearings, inclusive of trials. Managed all aspects of cases from client intake through disposition.

- Provided legal advice, guidance, and support to organizational leadership and management officials on a broad array of issues affecting growth and profitability, including establishing policies to manage human capital, performance measures, contracting, and accessing capital.
- Produced high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Analyzed factual arguments and legal issues presented to determine what further additional facts were needed and what legal sources were applicable to solve the problem presented.
- Reviewed, drafted, and negotiated commercial contracting documents.
- Performed due diligence in residential and commercial real estate transactions.
- Advised on labor and employment matters, including harassment, discrimination, unfair labor practices, disability policies and accommodations, and privacy matters.
- Counseled organizational leadership on providing healthy and safe workplaces.
- Conducted internal investigations and recommended ways to manage organizational risk.
- Supervised, coached, and mentored staff.
- Developed and presented comprehensive, concise training materials and presentations.
- Used alternative dispute resolution tools to foster collaborative problem-solving.

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### EDUCATION

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*Master of Business Administration*, American University, 2003  
*Juris Doctor*, University of Baltimore School of Law, 1999  
*Bachelor of Arts*, University of the District of Columbia, 1996

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### PROFESSIONAL AFFILIATIONS

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Board Member, Howard County Foundation for Black Educational & Cultural Achievement (2018-Present)  
American Bar Association

Liaison, Standing Committee on the Law Library of Congress (2016-2021)  
Member, Standing Committee on the Law Library of Congress (2011-2016)  
Member, Consortium for Citizens with Disabilities (2014-2016)  
Liaison, Commission on Disability Rights (2015-2016)  
Member, Estate Planning, Probate & Trust, GP Solo (2009-2016)  
Member, Community Outreach Committee, Real Property Trusts & Estates Section (2009-2016)  
Member, Communications Committee, Real Property Trusts & Estates Section (2014-2016)  
Commissioner, Commission on Disability Rights (2012-2015)  
Member, Diversity Committee, Real Property Trusts & Estates Section (2007-2013)  
Member, Diversity Committee, Real Property Trusts & Estates Section (2007-2013)  
Diversity Fellow, GP Solo (2010-2011)  
Fellow, Real Property Trusts & Estates Section (2007-2009)  
Member, Membership Committee, Real Property Trusts & Estates Section (2007-2009)  
Co-Vice Chair, Community Outreach Committee, Real Property Trusts & Estates Section (2011-2012)  
Member, Diversity Committee, GP Solo (2008-2016)  
Member, Ethics and Professional Responsibility, GP Solo (2009-2010)

District of Columbia Bar Association

Member, Real Estate Committee (2006-2014)  
Member, Trusts & Estates Steering Committee (2007)

Maryland State Bar Association

Member, Leadership Academy Committee (2007-2014)  
Member, Professionalism Committee (2007-2014)  
Fellow, Maryland State Bar Association Leadership Academy (2006-2007)

Advisory Board Member, HIPPY DC Chapter (Perry Center)