

MS. CHINWE CALISTA ADETULA, ESQUIRE

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SUMMARY

Accomplished legal professional with over ten years of experience in various industries including international development, non-profit and non-governmental organizations, pro bono litigation in the areas of bankruptcy and domestic violence, and more recently a one and a half year project dealing with government contracting. Possess strong analytical and legal writing and research skills with the ability to work in cross-functional and diverse teams. Proven track record for leading teams, and performing due diligence on projects. Barred in the District of Columbia, and Supreme Court of Nigeria and have an L.L.M in the Law of the United States.

EDUCATION

University of Baltimore School of Law, Baltimore, MD

L.L.M in the Law of the United States, May 2004

Nigerian Law School, Abuja, Nigeria

B.L., Barrister and Solicitor of the Supreme Court of Nigeria, January 2001

University of Calabar, Cross River, Nigeria

L.L.B., Bachelor of Laws (Honors), October 1998

LICENSURE

Admitted, Washington D.C Court of Appeals – June 6, 2005

Admitted, Nigerian Supreme Court – January 2001

LEGAL EXPERIENCE

Hogan Lovells, Washington D.C

Contract Attorney/Team Lead, (February 2011- August 2011)

- Managed team of 20 contract attorneys.
- Reviewed and analyzed documents for responsiveness and privilege on an alleged breach of contract for major lender.

Hogan & Hartson, (Now Hogan Lovells) Washington D.C

Contract Attorney, (May 2009 – October 2010)

- Reviewed and analyzed documents for responsiveness and privilege in response to Department Of Justice Subpoena in a Government Contracts case dealing with the corporation's alleged failure to comply with the Federal Anti-Kickback Statute, False Claims Act and other Federal Acquisitions Regulations.
- Gained in-depth knowledge into the intricacies of government contracting as well as pertinent terminologies.

Cadwalader, Wickersham & Taft, Washington DC (Via Update Legal)

Contract Attorney, (March – September 2006)

- Contract Attorney for case involving business fraud (white collar crime). Prepared answer for Department of Justice subpoena and pulled and reviewed contracts and documents in preparation for possible grand jury indictment. Responsibilities included research and thorough understanding of Federal Corrupt Practices Act.

Kirkland & Ellis LLP, Washington DC

Contract Attorney, June – October 2005, January – February 2006

- Reviewed and categorized documents (for privilege and responsiveness) in antitrust litigation for prominent firm in Washington D.C.

1.

2. The Honorable Lenore Gelfman, Circuit Court of Howard County, Ellicott City, MD

Judicial Intern, March & April 2005

- Drafted memoranda and *sub curia* opinions for Judge, conducted research on various legal issues.
- Reviewed and recommended granting or denial of motions; drafted orders for name changes, protective orders, orders of default, petition for surplus proceeds, motions for summary judgment, motions for dismissal of actions and other emergency matters before the Court.
- Attended and observed several criminal and civil trials and other court proceedings.

3.

4. Master Susan Marzetta, Circuit Court of Baltimore City, Baltimore, MD

Judicial Intern, June & July 2003

- Reviewed and briefed case files, researched and drafted orders for arbitrations, injunctions, change of name petitions and publications of name waivers.
- Arranged pre-trial conferences and responded to inquiries from attorneys and litigants.

NON-LEGAL EXPERIENCE

International Youth Foundation (IYF), Baltimore, MD

Program Coordinator, Global Alliance for Workers and Communities, May 2001- December 2004

- Drafted and developed contracts for consultants, delivery partners and new field staff; prepared regular regional progress reports for corporate stakeholders and researched and drafted proposals and dossiers for the recruitment of new corporate partners.
- Managed all aspects of the grants process for the department, including budget and policy compliance with IYF standards for each grant. Planned and handled all logistics associated with GA special projects events and meetings for the tri-annual Operating Council meeting and annual Country Directors Meetings.
- Coordinated the production, publication and delivery of annual reports and business brochures; managed the Global Alliance website.
- Tracked beneficiary data for 61 factories in 5 countries; provided communication and outreach support to the Executive Director, Director of Communications, and field staff in Asia.