

I am submitting my resume with the resume to apply for the Delegate of Programming position on the American Bar Association (ABA) Law Student Division Council.

Throughout my career I acquired various administrative, organizational, and technical skills; but what I found most advantageous about the last 15 years was my time dealing with individuals and teams in various capacities. I have worked in institutions with people who focus on the health and well-being of others, community organizations and health departments with people who help families who are unserved or underserved, as well as working in government agencies on teams that have both research and regulatory functions. I believe these experiences have groomed me to be adaptable and able to work cooperatively with people in difficult situations.

In 2017, I decided to apply my career skills and natural abilities to an industry that I believe is more fulfilling and best suits my personality. Currently, I am a 3L evening student at the Washington College of Law (WCL) with an interest in litigation, alternative dispute resolution, antitrust, and contract law. Outside of my routine law school coursework, I also act as the Managing Editor of the Health Law and Policy Brief; a WCL publication. My responsibilities include reviewing and editing blogs and other postings for the website. I am also responsible for maintaining membership information, managing listservs, and providing user access to the website.

If selected for the Delegate of Programming position, I would focus on developing content that informs law students on the importance of experiential learning in law school and supports career professionals as they move into the legal industry as law students. I would also focus on content that would support law students that are re-entering the workforce after graduation. This content would be offered in both online and seminar formats and would consider the needs and shared interests of ABA law student members and other law students.

As future legal advocates, it is important for law students to both understand the law and develop practical skills (written and oral) that are essential when conducting the business of law or handling cases in the courtroom. As a 3L I find myself drawn to courses that involve in-class simulations or offer students the opportunity to work collaboratively with other students on mock cases that require hands-on participation. I find the information in these courses to be valuable and important as I develop my legal expertise. As a representative of the ABA Law Student Division, I will strive to motivate students to engage in experiential learning while in law school and via continued education post-graduation.

I am also interested in developing content for career professionals who are transitioning into the legal industry or will be re-entering the workforce after graduation. Many law schools have evening divisions, and as an evening student, I believe that content should include information for those students that are working on their second career. My former education and career experiences are rooted in the sciences and public health, so I understand the difficulties of

changing careers and moving away from your previous area of expertise. One of my goals, if elected, would be to develop programming that encourages and support students who are changing careers and need help selecting an area of law to practice. Moreover, I would also like to develop content that teaches working students (in other industries) how to take their most valuable skills and experiences and translate them into the legal setting. This could include resume building exercises, special networking opportunities, or forums with other legal professionals who have successfully transitioned their careers or re-entered the workforce.

I appreciate your consideration of my skills and leadership qualities for this position and am confident that I would be a successful leader in the Law Student Council Division.

Sincerely,

Shelby A Taylor
JD Candidate 2021
Washington College of Law
American University

EDUCATION

American University Washington College of Law, Washington, DC

Juris Doctor candidate (Evening Division), May 2021; GPA 3.0

Publication: Health Law and Policy Brief, Managing Editor

Activities: Black Law Students Association, Member

Relevant Coursework: Lawyer Bargaining, Alternative Dispute Resolution, Government Contracts, Business Associations, Law Practice Management; Pre-Trial litigation, Civil Trial Advocacy (Spring 2020)

College of Public Health, University of Georgia; Athens, GA

Master of Public Health, Health Promotion and Behavior, May 2011; GPA 3.6

Final Project: Using an Ecological Perspective to Build Gender Responsiveness in HIV Programming

Service-Learning Project: Developed a creative marketing campaign to expand the availability of specialized health services to underserved and hard to reach areas.

Community Partnership (2009): Proposed a community level intervention which emphasized nutrition for low-income communities.

School of Clinical Sciences, Virginia Commonwealth University; Richmond, VA

Bachelor of Science, Medical Technology; May 2006; GPA 3.2

Pathology Clinical Laboratory Sciences Scholarship Recipient, 2005

Academic Excellence Award, 2004

EXPERIENCE

KARNA, LLC, Sterling, VA

Program Manager, CDC/DGMQ; 10/2018-10/2019

- Consults with US quarantine stations, Ministries of Health, and state and local health agencies concerning domestic and international public health concerns.
- Acts as a Liaison and coordinates activities with partnering federal agencies.
- Manages assigned cases using the case management system.
- Submits monthly reports summarizing completion of tasks and upcoming projects.
- Records minutes at weekly and bi-weekly meetings and distributes to meeting attendees.
- Completes other tasks and actions in accordance with established protocols.

Health Scientist, CDC/NCHS; 11/2016-10/2018

- Facilities provider/group registration and participation in meaningful use activities to meet CMS specialized reporting requirements.
- Evaluates incoming registration spreadsheet for completeness and accuracy.

- Provides customer service by acting as a point of contact to NHCS registry participants.
- Uses in-house tracking systems to monitor participant and registry interaction.
- Provides administrative and technical guidance through group teleconferences and presentations.
- Coordinates secure data submission and review in support of NAMCS electronic data collection activities.
- Responds to public inquiries about meaningful use, specialized reporting, and other CMS compliance requirements.

GEARS, INC, Hyattsville, MD

Health Scientist, CDC/NCHS; 8/2011-10/2016

- Assists with electronic data collection on a national physician study.
- Compiles NAMCS data tables to create survey materials such as flyers, factsheets, and brochures informing physicians how to access and to promote the uses NAMCS data.
- Develops NAMCS web-based content that is suitable for survey participants, researchers, and the public.
- Assists in preparing statements of work, supporting statements, and appendices for OMB and IRB package submission.
- Acts as Lead Planner for the NAMCS online continuing education module.

Publication: *Ashman JJ, Talwalkar A, Taylor SA. Age differences in visits to office-based physicians by patients with diabetes: United States, 2010. NCHS data brief, no 161. Hyattsville, MD: National Center for Health Statistics. 2014.*

HHS-Office on Women's Health, Washington, DC

OWH Intern, Division of Program Planning and Coordination; 1/2011-5/2011

- Collaborates with Senior Public Health Advisors to organize and implement programs centered on the National HIV/AIDS Strategy.
- Provides program support functions through data management, completing reports, and preparing statistical summaries.
- Reviews progress reports of organizations and programs receiving OWH and/or Minority AIDS Initiative funding on a quarterly basis.
- Participates in various educational and public health awareness activities and workshops.
- Facilitated three group sessions (25-30 grantees) at the Coalition for Healthier Communities Conference.

ADDITIONAL INFORMATION

Applications/Software: Microsoft Office and Outlook, SharePoint, Adobe, Skype, DropBox, WordPress; Lexis Nexis, Westlaw, CLIO (law students), Bloomberg Law

Professional Affiliations: American Bar Association, Young Lawyers Division; Premium Law Student Memberships: Administrative Law, Solo, Small Firm, Dispute Resolution, Litigation, JD Appellate Judges Conference