

Mischa Montgomery

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EXPERIENCE

Consilio, eDiscovery Document Reviewer

March 2023- current

Use e-discovery software and platforms, such as relativity, to organize, assess, manage, and maintain all electronic documents shared between parties. Analyze, Review and examine in large, complex and highly sensitive cases over multiple review projects electronic documents for relevance, responsiveness, privilege, privacy, confidentiality, PII, PHI. Apply redactions, perform quality control review, review contracts, and examine for data and cyber breaches. Test output creation of AI generated summaries from a Large Language Model (LLM) of US court opinions, complaints, statutory summaries, and annotations. Use online tool to create inputs/prompts for LLM and analyze outputs. Evaluate outputs for legal content against required elements and for accuracy of content.

Fulton Strahan, PLLC, Associate Attorney

March 2020-February 2023

Established effective communication with business owners and board of directors concerning problem solving, business decision making, productivity and risk management in business operations by providing sound business and ethical judgement using analytical and critical thinking skills. Managed, organized, assessed, and oversaw different projects including but not limited to litigation and transactional matters. Negotiated, prepared, drafted, analyzed, evaluated, and reviewed business and complex commercial contracts and transactions. Counseled, redlined, reviewed, and negotiated mergers and acquisitions, asset, divestitures, business, franchise contracts, and enforcement/compliance actions. Initiated and organized various business entity formation documents, set-up business entities and work with start-up companies. Maximized profits and losses for businesses by mitigating client issues and damages.

BP, Houston, Texas, Paralegal

March 2019-February 2020

Processed claims in response to discovery for economic damages. Conducted due diligence of claims. Developed, implemented, maintained, and improved claim processing procedures. Assisted software developers in creating claim processing systems, background research, and anti-fraud. Executed tasks through project management systems.

Zabel Freeman, Houston, Texas, Paralegal

August 2018- February 2019

Drafted, reviewed, revised, and edited oil & gas leases, right-of-way and easement agreements, and other contracts. Participated in disputes involving drilling and pipeline operations, surface access, trespass, damages. Examined by conducting due diligence on properties in oil and gas and title searches and surveying.

Law Office of Paul H. LaValle, Texas City, Texas, Law Clerk

July 2015-July 2018

Drafted briefs for state, federal and appellate courts. Formulated factual and legal arguments. Reviewed, edited, and submitted findings of facts and conclusions of law. Dictated, transcribed, and summarized depositions. Developed outlines for examinations. Prepared and attended trials, mediations, and depositions. Participated in settlement negotiations.

Scott M. Brown & Associates, Angleton, Texas, Senior Paralegal

July 2013-June 2015

Drafted pre-trial/dispositive motions in litigation including motions, orders and pleadings, petitions, discovery responses, affidavits, correspondence, subpoenas. Prepared exhibits & notebooks for trials, mediations, and depositions. Attended mediations, depositions and trials. Conducted legal research. Attended meetings with clients, attorneys and opposing parties.

EDUCATION

Southern University Law Center, Data Privacy and Cybersecurity Certificate

July 2023

Capstone: Drafted Incident Response Plan. Create a Privacy Policy. Drafted Data Processing Agreement

Thurgood Marshall School of Law, Texas Southern University, Doctor of Jurisprudence

May 2018

DeVry University, Bachelor of Science in Technical Management

June 2010

LICENSURES: Good Standing: SBOT and SDOT; Petroleum Land Management Certificate, Notary

TECH SKILLS: HTML, Java, Javascript, Dr. Scheme, C/C++, Python, Cybersecurity, Relativity