

Monica E. Jayroe, Attorney

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OBJECTIVE: To obtain a challenging position in the legal field that will utilize my skills, experience and education.

EXPERIENCE:

Attorney

NIX LAW (March 2016 - Present).

Plaintiff's litigation and personal injury. Meet with clients and witnesses. Investigate, research and evaluate claims and cases. Prepare demand packages. Prepare all documents necessary for litigation. Represent clients in court. Negotiate settlements.

Attorney/Managing Partner

LAW OFFICES OF MONICA E. JAYROE (July 2009 - March 2016).

Represent a small base of clients in a variety of cases. Meet with clients. Investigate, research and evaluate legal matters and counsel clients accordingly. Prepare legal documents appropriate for the specific matter. Represent clients. Negotiate settlements/resolutions.

Attorney (1999 - 2009)

Paralegal (1995 - 1999)

NIX-HOLTSFORD (August 1995 - June 2009).

Insurance defense litigation. Review lawsuits and investigate allegations. Meet with clients and witnesses. Evaluate cases and claims. Conduct appropriate research and draft answers, pleadings and discovery and any document necessary for litigation. Take and defend depositions. Represent clients in court and in mediation. Prepare appeals/respond to appeals, draft appellate documents and briefs.

Professor of Criminal Justice & Legal Studies

Master of Justice Administration Program, Director (2010 - 2012).

FAULKNER UNIVERSITY (1999 - Present).

Courses Taught Regularly: Constitutional Law, Criminal Law, Advanced Research & Writing, Computer Legal Research, Introduction to Legal Research & Writing, Principles of Civil Litigation (Civil Procedure), Property Law, Tort Law, Courts & Court Procedures, Criminology, and Corrections (graduate level course). Other Service: Served on numerous university committees often as the committee chairperson (QEP, Scholarship, Excellence in Teaching) and as legal advisor to the SPIRE (student newspaper). Served as Director of the Master of Justice Administration program and increased enrollment from 5 to 25 students in 4 months. Managed and directed all aspects of the program including recruiting and enrollment, student performance issues and complaints, SACS compliance and reporting, budgets and a staff of 10 (eight faculty and two staff members).