

IVEY S. WARREN

EDUCATION

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| Juris Doctorate University of Maryland School of Law, Baltimore, MD | May 2011 |
| Bachelor of Arts, Major: Political Science, Minor: Business Administration University of South Carolina, Columbia, SC | May 2007 |
| Maryland State Bar Certification Certified Mediator | June 2012 July 2016 |

PROFESSIONAL EXPERIENCE

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| D.C. OFFICE OF PAID FAMILY LEAVE (OPFL) Paid Family Leave Validation Supervisor Full-Time (40 hours/week) | Washington, DC July 2020 – Present |
| <ul style="list-style-type: none">• Interim Manager/Chief of the entire Paid Family Leave program, supervising 20 employees, to include 6 validation and 5 adjudication claims examiners, 5 medical examiners, and 4 supporting staff members.• Assist validation unit effectively through change, to more quickly achieve strategic goals and deliver business results.• Oversee the successful validation and determination of almost 6,000 claims submitted by District of Columbia private sector employees.• Responsible for achieving and maintaining compliance with state/federal criteria for the promptness in issuance of over 650 payments in the amount of \$21,000,000, to date.• Identify information technology (IT) issues – such as claim type identification issues and case assignment to examiners – and collaborate with the IT team to develop solution designs that meet the Program’s business requirements.• Improve claims process efficiency and accuracy from 75 to 95 percent, by creating desk aides and one-pagers (instruction handouts) for examiners to utilize when deciding claims.• Created validation standard operating procedure (SOP) document, which includes step-by-step instructions to help employees carry out complex claim validation operations and processes that align with state/federal criteria, legislation, and OPFL benefits regulations.• Collect casework data to identify issues with claims, establish priorities and delegate workload. | |

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| DEPARTMENT OF VETERANS AFFAIRS Attorney Advisor, Board of Veterans Appeals Full-Time (40 hours/week) | Washington, DC October 2016 – July 2020 |
| <ul style="list-style-type: none">• Served on the Diversity and Inclusion Committee representing almost 800 attorneys.• Developed innovative and efficient ways to advise and provide legal expertise and recommendations to Board of Veterans’ Appeals (Board) members in complex cases. | |

- Reviewed and analyzed over 350 cases to determine if all mandatory procedural requirements had been complied with; and remanded issues to the regional level that needed investigation.
- Utilized superior oral and written communication skills to produce clear, logical, and concise decisions targeted to meet the needs of Veterans and their families.
- Demonstrated analytical and critical thinking skills through legal research of Veterans' law to advise Board members through written decisions on Veterans' service-connection ratings.
- Effectively communicated and collaborated with cross-organizational agencies, such as Office of General Counsel (OGC), National Cemetery Administration (NCA), Veterans Benefits Administration (VBA), and Veterans Service Organizations (VSO).
- Identified deficiencies and initiated problem resolution skills to resolve all claims and prepare appeal recommendations involving disability compensation, pension, death pension, dependency and indemnity compensation, burial and other benefits.

INNOVATIVE DISCOVERY, LLC

Government Contractor

Full-Time (40 hours/week)

Washington, DC

Aug 2015 – Aug 2016

- Researched and analyzed applicable laws and regulations that affected the Department of Justice, Department of Energy and Environmental Protection Agency; and assisted these federal agencies with cases filed before the Court of Appeals for the Federal Circuit.
- Prepared litigation briefs and supporting documents for use in civil matters.
- Performed quality control review and analysis of legal documents for use by federal agencies.
- Reviewed, analyzed and coded over 15,000 documents for relevance, sensitivity issues and government privileges.
- Ensured that the Freedom of Information and Privacy Act (FOIA) and the Federal Advisory Committee Act (FACA) were adhered to in determining the disclosure of government documents.

LAW FIRM OF MICHAEL L. SANUL, PA

Trial Attorney

Full-Time (40 hours/week)

Odenton, MD

Feb 2013 – May 2015

- Litigated over 50 small claim civil cases (resulting in over \$250,000 in judgments) in Maryland court proceedings.
- Assisted senior attorneys in employment discrimination and labor cases.
- Represented parties in administrative forums.
- Researched and analyzed applicable laws and regulations to provide contract specifications and interpretations.
- Negotiated over 150 personal injury claims (resulting in over \$750,000 in settlements) with insurance agencies.
- Interviewed and supervised 2 paralegals, 2 secretaries and 2 law clerks.
- Conducted trainings and created standard operating procedure (SOP) document for legal staff to use when following cases.

9/11 VICTIMS COMPENSATION FUND

Attorney Claims Examiner

Full-Time (40 hours/week)

Washington, DC

June 2012 – Feb 2013

- Monitored and reviewed the progress of over 500 personal injury and death claims for 9/11 victims and their dependents by reviewing and evaluating medical and lay evidence provided by claimants for clarity and legal sufficiency, applying laws to the facts of each case, and determining claimant eligibility.
- Composed written correspondence (summary reports) and orally communicated with claimants, attorneys and third parties regarding application updates, and advised changes regarding compliance.

LAW CLERK

Michael L. Sandul, PA

Odenton, MD

Jan 2012 – June 2012

Full-Time (40 hours/week)

- Performed factual investigations and drafted notices to parties involved.
- Maintained timely and accurate case files and pleadings.
- Conducted legal research and writing of legal memoranda.
- Drafted legal complaints, answers, motions, supporting memoranda, and briefs.
- Maintained client relationships and handled all client issues.

LAW CLERK

Nationwide Insurance, Trial Division

Linthicum, MD

June 2011 – Jan 2012

Full-Time (37.5 hours/week)

- Advised managing Defense Attorneys regarding case settlements and litigations.
- Attended mediations and settlement conferences.
- Reviewed various client agreements and contracts for legal sufficiency.
- Prepared written reports with conclusions, alternatives and recommendations on policies and decisions.
- Conducted research, analyzed issues, and interpreted statutes, regulations, and case law.
- Monitored case development and managed accurate case files and timely pleadings.
- Drafted letters, motions, memoranda, and medical record summaries.
- Summarized depositions and prepared exhibits for trials.

LAW STUDENT

University of Maryland, School of Law

Baltimore, MD

Aug 2008 – May 2011

STUDENT ATTORNEY

Maryland Workers Rights Legal Aid Clinic

Baltimore, MD

Jan 2011 – May 2011

Part-Time (30 hours/week)

- Represented and prepared workers for Unemployment Insurance hearings with Maryland unemployment insurance hearing officers.
- Worked with outside organizations to affectively represent employees in hearings and review employment discrimination and labor cases.
- Represented parties in administrative forums in the labor and employment arenas, to include in unemployment insurance administrative hearings

SUMMER ASSOCIATE

National Association of Bond Lawyers

Washington, DC

June 2010 – Aug 2010

Full-Time (40 hours/week)

- Conducted all research on Dodd-Frank Act.
- Gained knowledge of and experience with FHA mortgage insurance programs.
- Attended congressional hearings regarding updates to financial policy affecting members.

LAW CLERK
US Merit Systems Protection Board
Part-Time (20 hours/week)

Washington, DC
Jan 2010 – May 2010

- Performed all pre-hearing duties for personnel labor relations cases.
- Worked with Congressional Liaison to update policy changes.

POLITICAL STAFFER & FIELD ORGANIZER
Obama for America

SC, GA, VA, NC & OH
Aug 2007 – Aug 2008

Full-Time (50+ hours/week)

- Led the campaign agenda through engagement in 28 counties in Eastern North Carolina, which included almost 100 elected officials and over 150 volunteers.
- Conducted strategic research for each county and gathered data regarding voters in the states of South Carolina, Georgia, Virginia, North Carolina and Ohio.
- Acted as a liaison between the campaign and community leaders and volunteers.
- Used software to develop geographical targets based on voting histories.
- Represent the campaign to a wide range of audiences.
- Recruited and retained hundreds of volunteers, mobilized supporters & strategically managed all campaign efforts.
- Trained over 500 organizers & volunteers in all “Get-Out-The-Vote” efforts and executed appropriate “Voter Protection” methods.
- Served as a liaison between the campaign, voters & guest speakers. Advocated candidate’s policy positions at local events and made other presentations to local elected officials, Congressional leaders & voters.
- Collaborated with and advised National Advance Team on key candidate events.