

Experience

Securities Litigation Paralegal and Legal Writer

2002 – Present : The Law Offices of James Richard Hooper, P.A. / Hooper & Weiss, L.L.C. : Orlando, Florida, USA

- Lead writer and paralegal in a six-year securities law project representing over 2,500 claimants against major Wall Street brokerage firms. Participated in the project from on-set, through global settlement negotiations, and completion. The cases involved fraud stemming from the 2001/2002 stock market and tech-bubble collapse. The unprecedented nature of the legal strategies employed received national media attention in the Wall Street Journal and other media outlets. Having retained over 10,000 securities clients, Hooper & Weiss was at once the largest plaintiff securities practice in the world.
- Expertise in all stages of FINRA (Financial Industry Regulatory Authority) arbitration proceedings, including new case evaluations, client interviews, net out of pocket (NOP) loss calculations, WestLaw case law research, statement of claim drafting, arbitrator panel selection, and discovery proceedings. Also created Excel spreadsheets tracking arbitration statistics and litigation trends.
- Responsible for the writing or final edit of all securities-related statements of claim filed by the firm. Wrote approximately 300 unique statements of claim for a variety of broker-dealer violations including: unsuitability, negligence, breach of fiduciary duty, omission, misrepresentation, churning, failure to execute, and employee stock option fraud.
- Supervised and trained employees to draft statements of claim, and supervised and trained a team of paralegals to draft and file over 600 statements of claim with damages ranging from \$800 to over \$10,000,000.
- Created and designed statement of claim templates for global application in mass-tort litigation projects. Created interview scripts to be used in gathering legal facts for case evaluation. Coordinated and trained staff for special projects.
- Created a calculation methodology to optimize damages in complex employee stock option fraud cases (for the employees of a bankrupt telecommunications firm). Trained a colleague in the process, and evaluated 250 stock option cases revealing individual damages as high as \$5,000,000.
- Compared approximately 2,000 individual claimant stock loss analyses against respondent calculations to resolve discrepancies during global settlement negotiations. In this process, identified opposing council errors and increased final settlement figures by hundreds of thousands of dollars.
- Selected to stay with the firm and facilitate the lengthy process of its closure after the death of its owner. Was one of three employees who were chosen out of approximately 40 original employees, in two regional locations.

Strategic Legal Writer, Independent Consultant

2007 – Present : Consultant : Orlando, Florida, USA

- Performed strategic writing services for investment fraud arbitration claims.
- Interviewed clients and analyzed financial statements to reveal the best factual presentation strategies.
- Working weekends and evenings, wrote 65 individual statements of claim against major Wall Street stock brokerage firms on behalf of investors and their attorneys.

Education

University of Florida, B.A., *Cum Laude*

1997 – 2001 : University of Florida : Gainesville, Florida, USA

- Bachelor of Arts in Political Science, Comparative International Politics
- Minor in Classical Studies (Latin language track) and Minor in African Studies (Yoruba language track)