

Margot Bianca Gallegos

Licenses

Texas Bar License
Texas Federal License- Western District, Southern District

Education

Texas Wesleyan School of Law
Juris Doctorate

St. Mary's University
Bachelor of Arts- Public Justice

Work Experience

11/04 – Present

Law Offices of Margot Bianca Gallegos- Sole Practitioner

Handle matters in Chapter 7 and 13 Bankruptcy /Social Security/ Real Estate/ Family Law/ Wills/ Criminal/ Contracts/ Immigration/ Personal Injury/ Accounting- Tax issues (Federal Court)

06/04- 11/04

Randstad North America

Education Law (No Child Left Behind Act)
Contract Reader/ Scorer for Harcourt Assessment Testing/ Editor/ Proctor

05/04- 11/04

Liquid Litigation Management

Independent Contractor responsible for coding legal documents, summarizing depositions, and preparing trial boxes

Tel. 210.592.7525, 12175 Network Blvd. Ste 175, San Antonio, Texas 78249

09/03/12/03

World Savings Operations Center

Business Systems Financial Analyst III/ Accounting

Responsible for Bankruptcy practices in favor of creditor (World Savings), Federal and State law compliance, train and present presentations on federal laws, follow federal and state bills relating to key issues on business matters, draft financial/budget spreads, draft memos and attend/travel to conferences w/ headquarters in Oakland, CA

04/02- 02/03

Law Offices of W. C. Roberts, Dallas TX

Law Clerk- Bankruptcy, Employment Law, General Civil Litigation, Personal Injury, Environmental, Social Security Disability and Family Law

Responsibilities include drafting petitions, bankruptcy proof of claims, trial notebooks, motions, deposition summaries, track trial deadlines, do medical summaries and hire/train new law clerks

01/ 01- 03/ 02

Kemp Lydick, Dallas, TX

Law Clerk- Insurance Defense/ Subrogation Law/ Accounting

Responsibilities include drafting petitions, trial notebooks, motions, deposition summaries, track trial deadlines, hiring experts and communicate with insurance adjusters/ settling cases from responsible third parties

01/01- 05/02

Texas Wesleyan School of Law Research Assistant

Legislative/ Case law research using Westlaw and Lexis-Nexis on issues relating to E-Commerce, Internet Law, UCC 9, and Intellectual Property

04/00- 02/01

Hermes Sargent Bates Law Firm, Dallas, TX

Law Clerk- Insurance Defense Litigation, Product Liability, Employment Law

Job duties: Create and maintain case files, answer telephones, special projects as assigned

08/99- 05/00

Texas Wesleyan School of Law

Law Library Circulation Clerk

Tended circulation desk, prepare weekly work schedules, file law books, perform special projects as assigned

06/98- 08/99

Roy Maas Youth Alternatives

Youth Counselor

Supervised 12-16 teens in a restricted environment designed to modify behavior by implementing behavior reward system. Prepared monthly reports for Juvenile Probation Dept. and the Courts.

Skills

MS Word, Word Perfect, Internet, Lexis-Nexis, Westlaw, Summation, ProDoc, Bankruptcy Pro, Ring Tail

Awards

Dallas Hispanic Bar Foundation Scholarship- 2001

Mexican American Bar Association Scholarship- 2001

Dean's List- St. Mary's University

Simon Dinitz Research Award- St. Mary's University

Academic Excellence Award- St. Edward's University

Certificates

Qualified Mediator/ Negotiator – 40 hr. course- 2001

Qualified Family Mediator- 32 hr. course- 2001

References

Mr. Keith Miller
Miller & Astoria
10500 Heritage Blvd. #107
San Antonio, Texas 78216
Tel. (210) 524-9040

Professor Nguyen
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Dallas, Texas 75205
xnguyen@mail.smu.edu

Mrs. Merle Pruitt
7006 Glen Point
San Antonio, Texas 78239
Tel. (210)653-7893

Mr. Arthur Augustine
3107 Broadway
San Antonio, Texas 78209
(210) 299-4777