

**REENA E. PARAMBATH**  
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**EDUCATION**

J.D., May 1991, James E. Beasley School of Law at Temple University, Philadelphia, PA  
B.A. (Psychology), May 1988, University of Pennsylvania, Philadelphia, PA

**EXPERIENCE**

**THOMAS R. KLINE SCHOOL OF LAW** **04/07-Present**  
**DREXEL UNIVERSITY**  
**3320 Market Street, Philadelphia, PA 19104**  
**Director of Co-op Program & Professor**

Administer the Co-op Program by setting short and long-term goals, create and update written material explaining program and its goals, implement procedures, policies and best practices for accomplishing program goals, utilize technology to efficiently administer the program and establish mechanisms to measure progress and overall program success.

Develop new co-op partners and manage relationships with existing partners. Negotiate MOAs between law school and co-op partners. Develop protocol for selecting, retaining, training, and supervising partners, communicate program objectives with prospective and existing co-op partners, and promote events to keep partners and prospective partners connected with the law school.

Oversee and administer the placement of students in co-op positions. Establish and update procedures for placement, maintain updated information describing available co-op positions for students, counsel students during the placement process, and plan for and present workshops, roundtables and orientation sessions for students and partners.

Keep current on and provide counsel about Fair Labor Standards Act, Family Educational Rights and Privacy Act, and Americans with Disabilities Act as they apply to program implementation. Establish procedures and adopt best practices for compliance with ABA requirements and laws and regulations applicable to program.

Teach Lawyering Practice Seminar, the classroom component of co-op, Professional Responsibility, Litigation Drafting and Legal Research and Writing. Prepare syllabi, identify learning outcomes, create lesson plans, provide feedback, and develop assessments to measure student learning.

**WIDENER UNIVERSITY SCHOOL OF LAW**  
**4601 Concord Pike, Wilmington, DE 19803-0474**  
**Adjunct Professor, Legal Methods I, II and III**

**01/06-05/07**

Taught legal research and writing to first year and upper-level law students. Planned and presented lectures on the legal paradigm, case reading and analysis, rule extraction and outlining, written and oral advocacy, print and computer assisted legal research, editing and proofreading and professional responsibilities in writing. Created and utilized exercises to develop student skills in research, writing, analysis, editing and advocacy. Provided feedback for student written and oral work and assessed learning outcomes.

**Contract Attorney at Law and Professional Writer**

**04/06-04/07**

Practiced law under contract with law firms. Wrote law firm marketing case studies under contract with Mosaic Partners LLC, a marketing firm.

**RAWLE & HENDERSON LLP**  
**1339 Chestnut Street, Philadelphia, PA**  
**Partner           2002-2006**  
**Associate        1999-2001**

**01/99-04/06**

### **Litigation Experience**

Maintained active litigation practice in diverse areas of law such as general casualty negligence, products liability, contracts, collection, employment law and municipal law. Drafted pleadings, briefs, motions, memoranda and opinion letters. Negotiated settlements, took and defended depositions, researched novel legal issues, arbitrated and tried cases.

### **Transactional Experience**

Negotiated and drafted leases, agreements of sale, loan closing instruments, non-disclosure agreements and licensing agreements for private clients. Drafted unanimous consents, resolutions, service contracts, escrow agreements, easement agreements and proofs of claim for municipal sewer authority client. Counseled municipal clients regarding bankruptcy issues.

### **Management Experience**

- ❖ Created and developed new practice group in collection and execution for firm.
  - Secured clients, developed practice procedures and created template forms for court filings, client reporting and invoicing.
  - Established streamlined processes utilizing technology for case management and merge functions to create mass dunning letters, pleadings, and reports.
  - Drafted firm's training manual on fair debt collection practices.
  
- ❖ Managed the collection unit for six years.
  - Trained and supervised Associates, Legal Assistants, and support staff.
  - Administrated over 1000 accounts and generated over 1.5 million in yearly receivables for client during contract term.
  - Participated in hiring and disciplinary decisions.
  - Motivated unit staff to meet monthly collection goals.
  - Resolved internal and external conflicts involving staff, clients and third parties.

### **Marketing Experience**

- Secured long-term legal services contracts with municipal clients for firm. Prepared several major proposals for legal services in response to Requests for Proposal in competitive bidding process.
- Regularly evaluated client needs and long-term goals and tailored scope of services to address needs based upon goals and budgetary constraints.
- Developed and implemented personal marketing plan to penetrate new market and expand business from existing clients.
- Managed relationships with existing clients and routinely made pitches to potential clients to generate business.
- Authored articles regarding relevant legal topics for firm's quarterly publication.

### **CITY OF PHILADELPHIA LAW DEPARTMENT**

**1991-1999**

**1515 Arch Street, Philadelphia, PA**

#### **Assistant City Solicitor**

- Defended various city departments and employees in personal injury and property damage claims.
- Prosecuted environmental, building, housing, zoning, and health code cases.
- Counseled senior level city officials on substantive legal and policy issues.
- Routinely handled cases which were politically sensitive, involved the public interest and attracted media attention.

### **BAR ADMISSION**

- Pennsylvania (active) and New Jersey (inactive)
- United States District Court for the Eastern District of Pennsylvania

### **COMMUNITY ACTIVITIES**

- Arbitration Panelist, Delaware County Court of Common Pleas
- Board Secretary, PortoSol Homeowner's Association

### **COMPUTER SKILLS**

- Operating Systems: Windows and Macintosh
- Software: Microsoft Office (Word, Excel, Teams, PowerPoint, Outlook)
- Westlaw, Lexis-Nexis, Bloomberg
- Blackboard Learn and Westlaw's The West Education Network

## **PRESENTATIONS & SPEAKING ENGAGEMENTS**

Presenter, *Strength in Numbers: Leveraging Community Through Consortium*, Externships 11 Conference in Malibu, California, October 7, 2022.

Presenter, *It Takes a Village: Promoting Diversity, Equity, & Inclusion Through Strategic Collaboration*, Externships 11 Conference in Malibu, California, October 7, 2022.

Presenter, *It Takes a Village: Promoting Diversity, Equity, & Inclusion Through Strategic Collaboration*, AALS Conference on Clinical Legal Education, Virtual, May 2022.

Presenter, *Ethical Considerations of Cryptocurrency*, Drexel Kline Law Inn of Court, Virtual Presentation, April 5, 2022.

Presenter, *Successful Externship Supervision: Giving Feedback; Getting Results*, Mid-Atlantic Area Consortium of Law School Virtual CLE Program for Externship Supervisors, January 25, 2022.

Presenter, *Cultivating Sustained Attention: An Emerging Skill for the Digital Native*, Virtual Concurrent Session, AALS Conference on Clinical Education, April 28, 2021.

Presenter, *Impact of Covid on our Clients: How to Reach the Disadvantaged*, Kline Law Inn of Court, Virtual Presentation, November 18, 2020.

Presenter, *Resolving a Plaintiff's Case: The Intersection of PI and T&E*, Kline Law Inn of Court, Philadelphia, PA, November 19, 2019.

Presenter, *Fostering Resilience and a Growth Mindset in Students: A Strengths-Based Approach*, Concurrent Session at AALS Conference on Clinical Legal Education, San Francisco, California, May 2019.

Presenter, *Center Stage: Spotlight on Student's Leadership in Professional Meetings*, International Journal of Clinical Legal Education Conference, Melbourne, Australia, November 2018.

Presenter, *Bike Safety in Philadelphia: Pipe Dream or Possibility?*, Kline Law Inn of Court, Philadelphia, PA, October 23, 2018.

Panelist, *What's in a Name? Alternatives to the Traditional Summer Associate Employment Model*, 2018 NALP Annual Education Conference, Hollywood, FL, April 2018.

Presenter, *Center Stage: Focusing the Spotlight on Students Leading "rofessional Meetings" as a Tool for Professional Identity Development*, Concurrent Session at AALS Externships 9 Conference in Athens, GA, March 2018.

Panelist, *Here and There: Creating a Core 'Cultural Competency' Curriculum for Global Lawyering in Clinics and Externships*, AALS Clinical Conference, Denver, CO, May 2017.

Presenter, *What Experiential Learning Can Teach Experienced LLM Students*, 2016 Global Skills Conference, Verona, Italy, May 2016.

Panelist, Seminar Design Panel for Externship 8's New Clinicians Series, Externships 8 Conference in Cleveland, Ohio, March 2016.

Presenter, *Inside Out: Helping Students Manage Emotional Reactions and Learn from Corrective Feedback*, Concurrent Session, Externships 8 Conference in Cleveland, Ohio, March 2016.

Panelist, *'Responding to the New Normal in Field Placement Clinics: Teaching Students to Work in and Manage the Small Firm'*, Concurrent Session at 2015 AALS Conference on Clinical Legal Education, Rancho Mirage, California, May 2015.

Judge, University of Pennsylvania Annual Quaker Classic Tournament, Philadelphia, PA, November 2014.

Panelist, Mini-Plenary on Law School Curriculum Reform, 2014 AALS Conference on Clinical Legal Education, Chicago, Illinois, April 2014.

*'Effective Collaboration Strategies Across Clinical Models'*, Delaware Valley Clinicians Workshop, Philadelphia, PA, April 2014.

*'Through the Looking Glass: Examining Effective Ways to Connect with Students Online'*, Concurrent Session at Externships 7 Conference in Denver, CO, February 2014.

Panelist, Drexel University Thomas R. Kline School of Law Entrepreneurial Law Clinic Workshop on Fair Labor Standards Act, Philadelphia, PA, December 2013.

*Life Balance & Career Advancement for Women of Color*, Panelist, University of Pennsylvania South Asian & Black Law Student Organization's Second Annual Women of Color Professional Development Panel, Philadelphia, PA, November 2013.

*'Does it Take Two to Tango? Exploring the Pedagogy of Teaching Collaboration Skills Across Different Clinical Models (In-House Clinics, Field Clinics & Externships)'*, Concurrent Session at 2013 AALS Clinical Legal Education Conference, Puerto Rico, May 2013.

*'My Lips Are Sealed: Exploring the Legal Secretary's Duty of Confidentiality'*, Philadelphia Legal Secretaries Association, Philadelphia PA, November 2012.

*Teaching and Evaluating Self-Assessment: Takeaways from Different Clinical Models (Simulations, Externships/Field Placements, In-House)*, Plenary Session at 2012 AALS Clinical Legal Education Conference, Los Angeles, CA, May 2012.

*'May We Have This Dance: Enhancing Your Externship Program through Meaningful Partnerships with Practitioners, Law Faculty and Students'* Concurrent Session at Externships 6 Conference in Boston, MA, March 2012.

*Facilitating Change Through Technology-Employing Online Technologies to Fuel Teaching Excellence*, AALS Conference on Clinical Legal Education, Baltimore, MD, May 8, 2010.

*The Use of Professional Meetings as a Tool to Help Students Distinguish Themselves in Field Placements*, Externships 5 Responding to Changing Times, Miami, FL, March 5, 2010.