

SHANTEL J. KUNTUZOS

BAR ADMISSION

California; U.S. District Court (CDCA), December 2005

EDUCATION

Loyola Law School of Los Angeles, California
Juris Doctor, May 2005

Mesa State College, Grand Junction, Colorado
Bachelor of Arts, May 1997
Magna Cum Laude

Honors: President's List Twice, Dean's List - all other semesters, Member of Alpha Chi

PROFESSIONAL EXPERIENCE

Law Offices of William F. Powers, Jr., Chatsworth, California

Associate Attorney

Nov. 2005 - Present

Real Estate and Business Litigation and Transactions

- Trial attorney, as both first and second chair, from drafting of complaint through trial and enforcement of judgment
- Appellate attorney, from full appeal with oral argument to writs of prohibition and mandamus
- Represent clients in arbitration and mediation proceedings
- Research issues and draft pleadings; law and motion work
- Take and defend depositions, draft and respond to discovery
- Review and analyze residential and commercial purchase agreements and business contracts
- Review commercial leases; advise landlords and tenants of potential liability
- Counsel commercial tenants re base rent, operating expenses share, base/comparison years, etc.
- Review and revise client employment offer letters

Gibbs, Giden, Locher & Turner, LLP, Los Angeles, California

Law Clerk

Mar. 2005 – May 2005

- Document review of over 95,000 scanned documents encompassing opposing parties' correspondence, e-mail, handwritten notes, meeting minutes, and contract files. Flag and highlight documents expected to be key to litigation of a 50 million dollar construction claim.

The Capital Group Companies, Los Angeles, California

Personal Investment Counselor Assistant

Feb. 2003 – Mar. 2005

- Assist in the opening of over \$250,000,000 in new accounts in two years. Prepare new business presentation materials and client review books for high net worth clients. Extensive client contact and client correspondence. Process workflow for new accounts. Generate weekly, monthly, quarterly, and year-end reports. Extensive calendaring and meeting coordination.

Weyerhaeuser, Anaheim, California

Human Resources Assistant

June 1999 – Dec. 2002

- Recruit, interview and hire new employees. Process terminations. Maintain personnel, medical, and worker's compensation files.
- Maintain Equal Employment Opportunity records and reports. Successful completion of EEO audit
- Support management with grievance settling, arbitrations, and CBA renewal negotiations
- Discovered and reversed over \$5,000 of double payments made for retiree medical coverage
- Manage attendance and vacation databases for 250 hourly employees, assist with payroll

SKILLS

LEXIS/NEXIS, Westlaw, Concordance, IPRO, Word Perfect, Microsoft Office

ORGANIZATIONS

Los Angeles County, San Fernando Valley and Ventura County Bar Associations;
Birth Action Coalition