

ALLISON J. MOON

(206) 658-7123; allisonjmoon@gmail.com
10221 159th Ave SE, Snohomish, WA 98290

BAR MEMBERSHIP

Admitted to the Washington State Bar, November 2009.

EDUCATION

Boston University School of Law

Juris Doctor, May 2009.

- Civil Litigation Clinic: Family Law, Housing, Disability, Unemployment
- Public Interest Project, Grant Recipient

University of California, Santa Barbara

Bachelor of Arts, 2005.

English major with specialization in American Cultures and Institutions.

University of Costa Rica, San Pedro

- Six week intensive Spanish language program.
- Full time student during spring semester 2004.

EXPERIENCE

O2Compost

In House Counsel / Accounts Manager

Snohomish, WA

August 2009 – Present

Collaborate with client's attorney to defend against notice of land use violation. Participate in negotiations between client and enforcement agency. Research client's land use permit history. Attend agency meetings regarding changes to zoning regulations.

Civil Litigation Clinic

Student Attorney

Boston, MA

September 2008 – May 2009

Advocate for client in hearing regarding denial of unemployment benefits. Presented evidence and cross examined witnesses. Researched law and company policy. Prepared for and argued two mock trials. Prepared and filed divorce complaint.

United States District Court, Western District of Washington

Judicial Extern for Hon. James P. Donohue

Seattle, WA

May 2008 – August 2008

In court for two civil rights jury trials, a habeas corpus evidentiary hearing, pleas, sentencing hearings, and detention hearings. Drafted bench memoranda for habeas corpus and 42 U.S.C. § 1983 civil rights cases. Judge signed several memoranda with very few changes. Researched case law on 8th Amendment cruel and unusual punishment as it applies to prisoners' right to medical care. Shadowed judge during settlement conferences.

The Law Offices of James R. Rosencranz

Boston, MA

Law Clerk

March 2008 – May 2008

Researched Massachusetts statutes and case law on the evidentiary standard of proving intoxication from substances other than alcohol for the offence of Operating Under the Influence. Drafted motions in limine and jury instruction requests. In court for client's OUI hearing.

Catholic Charities Immigration Services

Boston, MA

Intern

June 2007 – August 2007

Assisted clients in completing immigration application forms. Attended client interviews with Citizenship and Immigration Services as an English-to-Spanish translator. Teamed with attorneys during individual consultations by translating English-to-Spanish, and researching federal statutes and regulations.

Law Dawgs, Inc.

Seattle, WA

Executive Assistant

August 2005 – August 2006

Processed weekly payroll for more than 40 temporary employees and contract attorneys. Supported five recruiters by performing a variety of administrative tasks.

University of California, Santa Barbara

Santa Barbara, CA

English Department

September 2004 – June 2005

Undergraduate Peer Advisor

Advised students on academic and administrative aspects of declaring a major in English. Planned career forums for English students and coordinated guest speakers.

COMMUNITY INVOLVEMENT

- Snohomish County Housing Justice Project – Volunteer, November 2009 to Present.
- Greater Boston Legal Services – Volunteer in conjunction with Civil Litigation Clinic, September 2008 to May 2009.
- Planned Parenthood – Periodic volunteer, June 2003 to August 2006.
- Leukemia and Lymphoma Society – Ran marathon and raised funds for cancer research, October 2004 to February 2005.

SKILLS & INTERESTS

Proficient in spoken and written Spanish. Rock climbing, martial arts, and motorcycle enthusiast.