

SCRIBE ON DEMAND

KRISTIN P. WALINSKI

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WRITING & EDITORIAL EXPERIENCE

Scribe On Demand, Richmond, Va. *Freelance Copy Editor, Proofreader, & Ghostwriter*, 2008 to present

- Provide copyediting and proofreading services to corporate, nonprofit, and individual clients.
- Coach corporate clients in business writing techniques and stylistic and grammatical conventions.
- Write, copyedit, and proofread books, grants, proposals, e-books, articles, web copy, training documents, policies, reports, case studies, press releases, white papers, and other materials.
- Style guides include *Chicago Manual of Style*, *The Bluebook*, *AP Stylebook*, and *APA Publication Manual*
- Selected recent projects include:
 - Ghostwriter and copy editor for major provider of legal services
 - Copy editor of grant-funded reports on behalf of the Gates Foundation
 - Contributing Editor to ninth edition of *Black's Law Dictionary*
 - Copy editor of SBIR grant proposals for various education technology products
 - Copy editor of American quilting history book

University of Richmond, Richmond, Va. *Adjunct Associate Professor of Law*, 2006 to present

- Teach yearlong Lawyering Skills class, instructing and grading first-year law students on legal writing skills, focusing on legal brief writing and memorandum drafting.
- Teach Legal Writing for Paralegals in the University of Richmond School of Continuing and Professional Studies.
- Evaluate strengths and weaknesses of students' writing and coach students in improving readability, persuasiveness, precision, grammar, usage, syntax, punctuation, and style.
- Develop exercises and class lectures to improve legal analysis, oral advocacy, negotiation, counseling, professionalism, and ethics.

CORPORATE & LEGAL BACKGROUND

Circuit City Stores, Inc., Richmond, Va. *Senior Corporate Counsel*, 2003–2007

- Defended clients in litigation and counseled clients in a wide range of HR-related matters, including wage and hour, harassment, discrimination, immigration, and OSHA claims.
- Drafted a wide range of litigation-related documents, including persuasive briefing and comprehensive legal memoranda.
- Spearheaded creation of e-discovery and matter management protocols.
- Developed and delivered HR training programs for internal HR clients.
- Wrote and edited company policies for compliance with national law and for clarity.

McGuireWoods LLP, Richmond, Va. *Associate*, 1999–2003

- Represented clients in Title VII, OSHA, MSHA, contract, and tort litigation.
- Drafted pleadings, briefs, pretrial and dispositive motions, memoranda of law, and discovery.
- Created employment policies, company handbooks, and employee covenants.
- Wrote weekly legal updates for firm's popular newsfeed and website.

EDUCATION

University of Pennsylvania Law School, Philadelphia, Pa. *J.D.*, 1999

- *Journal of Labor and Employment Law*, Editor-in-Chief, 1998–99; Associate Editor, 1997–98
 - Oversaw publication of quarterly academic journal.
 - Managed staff of forty editors.
 - Worked with professors and other authors to polish scholarly legal articles.
- Legal Writing Instructor (during third year, chosen to teach first-year course)
- Honors in Legal Writing Course
- Class Officer

University of Virginia, Charlottesville, Va. *B.A.*, *English and history, American Studies Program*, 1996

- Dean's List
- Echols Scholar
- Trustee for Class of 1996
- Varsity Women's Crew; Atlantic Coast Conference Honor Roll

PROFESSIONAL AND CIVIC AFFILIATIONS AND AWARDS

- Editorial Freelancers Association
- Virginia State Bar
- Admitted to the bars of the Supreme Court of Virginia, United States District Court for the Eastern District of Virginia, and United States District Court for the Western District of Virginia
- Leadership Metro Richmond, Class of 2007
- National Learning for Life Law & Government Exploring Committee, 2004 to present
- University of Virginia Young Alumni Council, Member, 2005–08
- University of Virginia Jefferson Scholar Selection Committee, 2004–11
- *Style Weekly* Top 40 Under 40, 2004
- Virginia State Bar, 13th Circuit Representative to Young Lawyers Conference, 2005–07
- Washington Metropolitan Association of Corporate Counsel Community Service Award 2007
- Richmond SPCA Associate Board, Board Member and Secretary, 2003–07
- McGuireWoods Law Explorers Program, Chief Advisor and Mock Trial Coach, 1999–2007
- Friends Association for Children, Trustee 2001–03

INTERESTS

Running marathons, gardening, and fostering animals