

DAWN L. HENRY, ESQ.

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PROFESSIONAL SUMMARY

Self-motivated, project driven, legal counsel with over 20 years government and private sector experience. Effective leader with extensive negotiation, communication, and interpersonal skills to compliment a highly motivated team. Possess ability to leverage legal training and critical thinking to provide analytical, research and leadership skills to achieve regulatory goals while managing risks.

SKILLS

- Contract negotiation
- Settlement negotiation
- Regulatory law interpretation
- Supervisory skills
- Public speaking/agency representative
- Effective conflict resolution
- Active listener
- Extensive writing skills

PROFESSIONAL EXPERIENCE

Legal Counsel Division of Environmental Protection (DEP)

VI Department of Planning and Natural Resources - St Thomas, VI

02/2005 - Current

For the past ten years, served three commissioners at DPNR as legal counsel to the Division of Environmental Protection. Sought out for clarity of thought and quick decision making. Assisted in developing workshops, internal trainings, public outreach, and strategies to meet Department's mandates. Continual discussions with US Environmental Protection Agency to assist with federal environmental compliance.

- Supervise one attorney and two paralegals
- Drafted in excess of 250 Notices of Violation, and represented Commissioner in settlement conferences resulting in the collection of over \$400,000 in penalties
- Created an open and transparent process for managing Request for Proposals consistent with procurement procedures, resulting in over 200 negotiated and drafted contracts
- Draft statutes and rules and regulations, to include, Wireless Facility & Support Structure and Electronic Device
- Testify before the Legislature on proposed statutes and rules
- Assist programs in managing and meeting grant requirements.
- Represent the Commissioner before the Board of Land-Use Appeals.
- Conduct public hearings
- Advisor to Commissioner on critical matters facing the Department

Document Reviewer

Preston, Gates and Ellis, LLP - Seattle, WA

2000 - 2001

- Contract attorney hired to analyze discovery request in Microsoft antitrust litigation

Owner

Law Offices of Dawn L. Henry, Esq. - St Thomas, VI

1996 - 1997

- Represented clients in family court
- Drafted divorce, separation, and trust documents for clients
- Drafted contract agreements and corporate documents
- Contract attorney reviewed and drafted construction contracts for Hurricane Marilyn Roofing Project
- Contract Administrative Law Judge VI Department of Labor

Associate

Hymes, Zebedee, and Smock - St Thomas, VI

1994 - 1996

- Drafted Memorandums of Law for filing with the court
- Interviewed clients for preparation of discovery responses and requests
- Drafted answers to complaints filed in court
- Successfully drafted motions for summary judgment and motions to dismiss

Law Clerk for Judge Henry C. Smock

Territorial Court of the Virgin Islands - St Thomas, VI

1992 - 1993

- Assisted in the drafting of judicial opinions
- Researched legal issues on novel disputes presented to the court
- Interfaced with attorneys on matters pending before the court
- Oversaw reconciliation hearings and assisted the judge in managing docket

EDUCATION**J.D.:**

University of Oklahoma, School of Law - Norman, OK

Bachelor of Arts: Political Science

University of Oklahoma - Norman, OK

ADMISSIONS

- VI Bar Association
- Washington State Bar Association