

MIREILLE BUTLER
16541 LAS CASAS PLACE
PACIFIC PALISADES CA 90272
MBUTLER99@HOTMAIL.COM

EDUCATION

Washington University School of Law

St. Louis, Missouri

Juris Doctor

May 1996

- **Class Rank:** 8th out of 202 students (top 4%)
- **Honors:** Order of the Coif
Breckinridge Award (for second highest GPA during 3rd year of law school)
Albert J. O'Brien Scholar
- **Law Review:** Notes Editor, Washington University Law Quarterly
- **Activities:** Teaching Assistant to 1Ls in Legal Research and Writing during 3rd year of law school;
Research Assistant to Professors John Drobak and Leila Wexler

University of Bordeaux, School of Law

Bordeaux, France

Maitrise en droit civil et droit des affaires (French J.D.)

May 1992

- **Class Rank:** 1st out of 1700 students (first year class rank)
- **Honors:** Highest Honors

University of Warwick

Coventry, England

Certificate in English Law

May 1991

- **Honors:** Certificate awarded with Distinctions (Highest Honor)

EXPERIENCE

University of California

Berkeley, California

Director of the LL.M. Legal Research and Writing Program

August 2016 to July 2017

- Teaching Legal Research and Writing to Berkeley LL.M. students
- Responsible for designing all course materials for LL.M. Legal Research and Writing Program
- Hiring and supervising all LL.M LRW Instructors and Teaching Assistants

Pepperdine University School of Law

Malibu, California

Director of the Legal Research and Writing Program

August 2011 to July 2016

Legal Research and Writing Professor

August 2010 to July 2016

- Consulting with Renault SAS, France, Lagardere Ressources, and Sciences Po, Paris, and taught Legal Writing in English in Paris to Renault and Lagardere attorneys and Sciences Po students.
- Teaching Legal Research and Writing to Pepperdine 1Ls (including researching relevant law and drafting objective and persuasive writing assignments).
- Teaching Advanced Legal Writing Fall Semester.
- Holding weekly tutoring sessions for international LLM students and teaching Introduction to American Legal Research and Writing to LLM students.
- Prepared a legal orientation program for LLM students that is still currently used by the Straus Institute for Dispute Resolution.
- Prepared an LLM legal writing course for Fall semester and a Summer LLM legal writing course.
- Selected to present on Legal Research and Writing at the 2016 and 2014 Legal Writing Institute Conference.
- Selected to present on Legal Research and Writing for International Students at the 2012 Legal Writing Institute Conference.

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- Selected to present at the Global Skills Legal Conference in Verona, Italy, in 2016, Chicago in 2015, Verona, Italy, in 2014, and San Jose, Costa Rica in 2013.
- Selected to present on Legal Research and Writing at the 2012, 2013, 2014 and 2015 Western Regional Legal Research and Writing Conference.
- Selected to present on Legal Research and Writing at the 2012 AALS Conference.
- Teaching a workshop on French Constitutional Law as part of a Comparative Constitutional Law Course.

Assistant Dean, and Director, Career Development Office

June 2007 to July 2010

- Promoted to Assistant Dean after one year as Director.
- Directed and supervised the Career Development Office (CDO) team to counsel students and alumni in career planning, job search strategies, resume preparation, interviewing skills, and networking in the diverse legal market and other professional career interest areas; coordinated training skills workshops, career forums, and alumni speaker programs; revised resumes, cover letters and writing samples.
- Planned and implemented innovative marketing strategies for identifying a diverse, nationwide group of potential employers.
- Developed self-assessment tools for students to target their searches, and get the best possible placement advice and information.
- Managed the on-campus interview (OCI) program, and fostered effective working relationships with employers, students, alumni, staff, and other placement professionals.
- Managed and developed computer support systems to maintain and enhance CDO databases and resource materials.
- Maintained general office supervision within the CDO, including managing the budget and supervision of Director, Associate/Assistant Directors, Recruiting Coordinator, Administrative Assistant, and student workers.

Paul Hastings Janofsky Walker LLP

Los Angeles, California

Senior Manager of Attorney Recruiting, firmwide (West Coast offices)

August 2006 to June 2007

- Supervised the complex OCI process firmwide for over 30 schools and 22 job fairs, for a total of 1630 OCI interviews, and managed and supervised logistics for 19 Hospitality Suites, where represented the firm at the school.
- Evaluated student resumes, counseled attorneys on recruiting techniques, and developed recruiting strategies for the hundreds of callbacks conducted during OCI, including diversity recruiting and retention.
- Traveled extensively to schools and different student venues and recruiting forums.
- Created several meaningful law school relationships during my tenure at various firms, used to recruit for Paul Hastings.
- Devised a new judicial clerkship program, and redrafted Paul Hastings' search firm agreement template. Updated and compiled in one book all the Firm's recruiting policies for the staff to use.

Morrison & Foerster LLP

San Francisco, California

Marketing Manager, firmwide, and Attorney Recruiting Manager

November 2003 to July 2006

- Managed all recruiting functions in the San Francisco Office (300 attorneys). Staffed regularly on firmwide projects, and through working closely with marketing on the development of the Morrison & Foerster career website, was promoted to firmwide marketing manager for the Securities Litigation and White Collar Defense Practice Group.

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Marketing Manager (firmwide, Securities Litigation and White Collar Defense)

- Worked on several firmwide marketing initiatives, particularly marketing initiatives aimed at showing the diversity of the Securities Litigation and White-Collar Defense group.
- Developed complete New Lateral Partners integration and marketing plans, including Public Relations communications and releases, and organized several seminars to introduce new partners to the firm and to select clients.
- Developed and worked on the implementation of a database of the entire group's matters for the past 10 years to ensure more focused pitch and other marketing materials; worked with librarians on the creation of a uniform pitch book manual, to be used by all attorneys firmwide.
- Started the process of upgrading all marketing materials (including web page) available for pitches and for general client distribution, and worked on finalizing a specific Securities Litigation and White-Collar Defense brochure.
- Developed a Marketing Practice Group Plan for the Securities Litigation and White-Collar Defense group, as well as a Budget.

Attorney Recruiting Manager:

- Managed a budget in excess of \$1,000,000, and came under budget during entire length of tenure.
- Supervised orientation for all lateral attorneys, including partners. Organized the orientation of over 60 fall associates during the 2004 and 2005 falls, while continuing to work on lateral recruiting (including ongoing corporate associate searches and partner recruiting), and fall recruiting with on-campus interviews at all major law schools.
- Worked closely with the Professional Development Group on ways in which to improve lateral orientation processes at a firmwide level. Became a source of counseling and guidance for associates at the firm, due to past experience as an attorney in a large law firm, and conducted several exit interviews on behalf of Director of Administration.
- Selected as a member of a firm-wide committee composed of several managing partners, and which role was to select consultants and vendors to improve hiring and retention procedures, both at the attorney and staff level.
- Worked closely with the marketing group in updating all recruiting materials, including recruiting website and recruiting brochures.
- Organized and planned several diversity initiatives and events for the firm, in conjunction with several Bar Associations.
- Directed Morrison & Foerster's successful 2004 and 2005 summer programs, with about 30 summer associates each year; monitored summer associates' work projects in 2004 and 2005, assisted attorneys in preparation of mid-summer evaluations, and ensured accuracy and prompt delivery of evaluations.
- Handled all aspects of fall recruiting for San Francisco office, and solely responsible for managing all aspects of on-campus interviews, some at firm-wide level (Boalt, Hastings and Yale). Supervised the logistics of 135 to 180 callback schedules, and ensured offers for summer programs were extended within a few days at the latest after students' callback interviews.
- Improved all recruiting processes, including file maintenance and data entry, which had not been done for the past few years.
- Supervised and managed the recruiting department team.

Orrick, Herrington & Sutcliffe LLP
San Francisco Office Recruiter

San Francisco, California
September 2002 to November 2003

- Managed all recruiting functions in the San Francisco office (150 attorneys) including screening of all prospective partners for all domestic and international Orrick offices.

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- Managed a recruiting budget of nearly \$1,000,000 and recruiting department came in under budget in all recruiting categories.
- Instituted several new hiring and retention procedures, including the systematic use of associate exit interviews, and created partner exit interview forms.
- Organized the orientation of Orrick's fall associates, lateral associates and partners. Managed all aspects of lateral recruiting (including the particularly intense lateral recruiting efforts that took place during the Brobeck dissolution period).
- Revived Orrick's "Diversity Committee," which had been dormant for several years, and prompted diversity-based ad campaigns and panel discussions, and worked on several ensuing diversity campaigns and seminars for Orrick. Led focus group discussions in Orrick's "Women Career Initiative."
- Successfully directed Orrick's Summer Program and managed on-campus interview processes, some at firm-wide level (Harvard, Stanford, Boalt and Yale). Created an online assignment system for summer associates in all offices, which allowed for a paperless assignment system and a paperless evaluation procedure.

Paris Office Facilitator

September 2001 to September 2002

- Facilitated communications between firm-wide HR and the newly founded Paris office, and provided translation services.

Associate and Seattle Office Recruiter

May 2000 to September 2001

- Practiced as a corporate securities attorney at Orrick's newly founded Seattle Office, mostly focusing on representation of bio-pharmaceutical corporations.
- Managed all recruiting functions in the office, including all aspects of lateral hiring during the growth of the office from 5 to 23 attorneys.
- Organized all recruiting processes and procedures in the newly founded Seattle Office (including hiring procedures, creating of a hiring committee, exit procedures, associate orientation, conflicts check and risk management).
- Managed on-campus interviews at 12 law schools.
- Directed Orrick's Seattle successful 2000 and 2001 Summer Programs.

Perkins Coie LLP

Seattle, Washington

Associate

September 1997 to May 2000

- Practiced in the corporate finance department; worked on several initial public offerings (including Amazon, Cost-U-Less and InfoSpace) and private offerings, venture capital financing for small high tech companies; mergers and acquisitions (Egghead merger), corporate formation, reporting and disclosure, and general corporate matters.
- Represented several bio-pharmaceutical corporations (Immunex, Targeted Genetics), and drafted several Confidential Treatment Requests to the SEC.

Lewis, Rice & Fingersh, LLP.

St. Louis, Missouri

Associate

August 1996 to September 1997

- Rotated through several departments including corporate, litigation and estate planning.

Lewis, Rice & Fingersh, LLP.

St. Louis, Missouri

Summer Associate

Summers 1994 and 1995

- Rotated through various departments, focused on litigation and trust and estates.

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Slaughter & May

Summer Associate

- Rotated through various departments, focused on transactional matters.

London, England

Summer 1991

ADDITIONAL INFORMATION

- **Publications:** 5 Practical Steps To Ensure Your Students Listen – You Can Catch More Flies With Honey (Spring 2012)
Finding Motivation Again, Vol. 23, No. 4 NALP Bulletin (April 2011)
Parental Autonomy v. Children’s Health Rights, 74 Wash. U. L. Q. 223 (1996)
- **Recruiting Conferences:** Invited to present at the 2011, 2012, and 2013 NALP annual conferences
- **Languages:** Fluent in English, French and Spanish. Reading knowledge of Italian.