

Jade Alexander Craig

8621 E. Dr. Martin Luther King, Jr. Blvd.
Tampa, FL 33610
jcraig@trentcotney.com • 813-579-3278

EDUCATION

COLUMBIA LAW SCHOOL, New York, NY J.D., received May 2012
Honors: General S.K. Yee Fellowship; 2010 regional Frederick Douglass Moot Court: Best Oral Advocate
Activities: Editor-in-Chief, *Columbia Journal of Race and Law*; Mediation Clinic; Black Law Students Association

UNIVERSITY OF VIRGINIA, Charlottesville, VA B.A., received May 2006
Majors: French; Political and Social Thought (Distinguished Majors Program with thesis)

EXPERIENCE

TRENT COTNEY, P.A., Tampa, FL November 2017 - Present
Associate Attorney – Litigation/Labor & Employment
Draft employee relations agreements, including non-compete and restrictive covenants. Manage construction litigation and employee-related disputes involving worker's compensation, federal and state wage and hour claims, and unfair competition.

PHELPS DUNBAR LLP, Tampa, FL 2015 – 2017
Associate – Litigation/Labor & Employment
Assist in obtaining summary judgment on discrimination and retaliation claims under Title VII and Florida Civil Rights Act. Interview employees and prepare position statements in response to EEOC and NLRB charges which have ended in dismissals. Draft discovery requests and deposition outlines in trademark infringement and whistleblower actions. Prepare pleadings in construction law disputes.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, Washington, DC 2014 – 2015
Special Policy Advisor, Office of Fair Housing and Equal Opportunity
Appointed by President Barack Obama. Coordinated resolution of high-profile fair housing complaints through administrative charge process. Managed engagement with civil rights and community development groups and assisted same in navigating agency resources.

Hon. CARLTON REEVES, U.S. DISTRICT COURT FOR THE SOUTHERN DISTRICT OF MISSISSIPPI, Jackson, MS 2013 – 2014
Law Clerk
Researched legal issues and drafted memoranda and orders for district judge. Assisted in managing hearings and jury trials.

Hon. DAMON J. KEITH, U.S. COURT OF APPEALS FOR THE SIXTH CIRCUIT, Detroit, MI 2012 – 2013
Law Clerk
Analyzed legal authority and drafted opinions for circuit judge. Drafted bench memoranda to prepare judge for oral argument.

DLA PIPER LLP (US), New York, NY Summer 2011
Summer Associate
Documented witness interviews to prepare for arbitration. Drafted training materials for seminar on indemnification clauses.

MOORE & VAN ALLEN PLLC, Charlotte, NC Summers 2010 & 2011
Summer Associate
Analyzed government investigations for business news article. Wrote court filings and section of brief compelling arbitration. Coauthored expert analysis articles for publication (available upon request). Prepared discovery requests and bankruptcy pleadings.

WELLS FARGO & COMPANY, Law Department, Charlotte, NC Summer 2010
Summer Intern
Prepared memoranda on requirements for establishing new bank branches and limits on telephone communications with customers.

TEACH FOR AMERICA (TFA)/Darling Elementary, Greenville, MS 2006 – 2009
Kindergarten Teacher
Led students to exceed one year's growth in reading and math. Served as national spokesperson and recruiter for TFA.

LICENSURE: Admitted to practice in New York, Mississippi and Florida

COMMUNITY INVOLVEMENT: Federal Bar Association, Tampa Bay Chapter (Young Lawyers Division Committee Member); ACLU of Greater Tampa Legal Panel; George Edgecomb Bar Association; Great American Teach-In (Presenter); HUD44 (association of former HUD appointees in Obama Administration); Black44 (association of former black appointees)