

JANA H. COLLINS

5725-F2 Oleander Drive, Wilmington, NC 28403
(910) 520-9300
E-mail: jcollins@attydc.com

LEGAL EXPERIENCE	DAVID B. COLLINS, JR., ATTORNEY AT LAW Legal Assistant/Office Manager C Assisted attorney in court proceedings C Met and consulted with clients C Researched and prepared memoranda and pleadings C Supervised and trained employees C Kept books including payroll and payroll liabilities	June 2001 - Aug. 2001 & June 2002 - present Wilmington, N.C.
	BERLIN POLICE DEPARTMENT Trainee C Represented the police in administrative trials regarding general police law, regulatory law, right of assembly, and gun control law C Advised the police regarding enforcement activities C Drafted administrative court pleadings	Sept. 2001- Oct. 2001 & Nov. 2000 - Jan. 2001 Berlin, Germany
	JULIAN SCHLIEBER, ATTORNEY AT LAW Trainee C Prepared legal memoranda regarding labor law, compensation law, Landlord and tenant law, administrative law, and building law C Represented clients in labor court	Feb. 2001 -May 2001 Berlin, Germany
	LOCAL GOVERNMENT OF KÖPENICK - LEGAL DIVISION Trainee C Advised division's civil servants on general matters C Drafted administrative court pleadings C Drafted memoranda for specialized departments	Aug. 2000 - Oct. 2000 Berlin, Germany
	OFFICE OF THE DISTRICT ATTORNEY OF THE CITY OF COTTBUS Trainee C Led investigations C Made tactical decisions on how to proceed in criminal cases C Appeared as a prosecutor before criminal courts	May 2000 - July 2000 Cottbus, Germany
	CIVIL DIVISION OF THE COTTBUS REGIONAL SUPERIOR COURT Trainee C Prepared votes and judgements C Held conferences with judges to prepare decisions	Nov. 1999 - Apr. 2000 & Nov. 2001- May 2002 Cottbus, Germany
EDUCATION	REAL ESTATE BROKER North Carolina Real Estate Commission	January 2006
	EXAMINATION AUTHORITY OF THE STATE OF BRANDENBURG, Germany German Bar Examination	August 2002 Points: 7.69 (top 25%)
	HUMBOLDT UNIVERSITY OF BERLIN, Germany First State Law Examination C Emphasis in criminal law and criminology	July 1999 Points: 7.67 (top 25%)
WORKING EXPERIENCE	HOSTESS / CHIEF HOSTESS Panasonic, Nissan, General Electrics C Presented product information on new items and models C Supervised servers and served convention attendee's	Aug., Sept., Oct. 1999 Berlin, Germany & Frankfurt, Germany
	LANGUAGES	German (native speaker), English (fluent), Russian (fair), Latin (basic)
INTERESTS	Tennis, running, skiing, criminology, forensic psychology, literature, music, and traveling	