

Caitlyn Clark

LICENSES

Member of the Georgia Bar November 2017
Member of the South Carolina Bar (inactive) November 2018

EDUCATION

Mercer University, Walter F. George School of Law Macon, Georgia
Juris Doctor May 2017

GPA: 90.3 **Class Rank: 13 of 123**

Honors: Brainerd Currie Scholar; CALI award, Consumer Bankruptcy Practice; CALI award, Conflict of Laws; Deans List, Spring 2016, Fall 2016

Activities: Mercer Law Review, Eleventh Circuit Survey Editor; Mercer Advocacy Council, NAAC ABA Moot Court Competition, Student Coach; Association of Women Law Students, Secretary, 1L Representative; Legal Aid Volunteer Association, Member

Georgia Institute of Technology Atlanta, Georgia
Bachelor of Science in Architecture, with highest honors May 2013

GPA: 3.65/4.00 Honors: Graduated with highest honors, James Bowden Addy Scholarship, Second Year Competitiveness Grant, Zell Miller HOPE Award, Dean's List, 5 semesters

Activities: Historic Preservation, Americus, Georgia, & Vine City Restoration, Atlanta, Georgia

EXPERIENCE

Honorable C. Ashley Royal, U.S. District Court Judge, Middle District of Georgia Macon, Georgia
Supervisor: Honorable C. Ashley Royal

Law Clerk July 2019-November 2020
Law Clerk Intern August 2016-May 2017

Analyzed complex factual situations, researched key legal issues, and drafted clear, concise, and well-reasoned legal opinions, court orders, and memoranda. Assembled case materials by organizing and summarizing parties' arguments and evidence. Narrowed the relevant issues at hand and researched federal, state, and local laws by interpreting statutes and regulations, and studying judicial precedents including reasoning and trends. Prepared for trial by examining and organizing trial briefs, exhibits, subpoenas, evidence, and motions.

James Bates Brannan & Groover, LLP Macon, Georgia

Supervisors: Duke Groover and Lee Gillis
Associate Attorney, General Litigation Group July 2017- January 2019
Law Clerk Intern May 2016 - June 2016

Drafted motions and briefs, prepared clients for depositions, and negotiated settlement agreements. Advocated for insurance companies and small business owners in correspondence, negotiations, judicial and administrative hearings, and represented clients in active litigation. Conducted legal research, drafted legal memoranda, and advised clients on a variety of topics including small business matters, insurance contracts and indemnity, construction law, government contract law and compliance, condemnation and acquisition of real property, tax and estate law, receiverships, bankruptcy actions and protections, and issues relating to environmental matters.

Gautreaux & Sizemore, LLC Macon, Georgia

Supervisor: Jarome Gautreaux
Law Clerk Intern May-July 2015 & July-August 2016

Represented plaintiffs and their interests in personal injury, employment, and medical malpractice litigation. Drafted plaintiffs' responsive briefs, complaints, and discovery requests. Assisted in creating effective presentations for hearings and mediations with adverse parties. Researched and drafted legal memoranda on

issues such as agency, joint venture, employment discrimination, employer immunity in the Workers' Compensation Act, sanctions, and other topics related to personal injury, medical malpractice, and negligence claims. Drafted documents, agreements, and correspondence for clients related to the above issues. Summarized and organized large volumes of discovery materials such as depositions and medical records.

S.K. Smith Realty and Associates

Macon, Georgia

Supervisor: Theresa Smith

Licensed Realtor

September 2011- December 2017

Advocated for sellers and buyers in reaching sales agreements. Achieved over \$890,000 in property sales while enrolled as a full time student. Specialized in investment properties and foreclosures. Resolved disputes and provided advice regarding property investments. Developed skills in negotiation and building client relationships.

SKILLS

Litigation, Legal Writing, Legal Research, Oral and Written Communication, Negotiation, Client Relationships, Marketing, Scheduling. Proficient in Microsoft and Adobe applications such as Word Processor, Excel, Photoshop, and In Design.

COMMUNITY INVOLVEMENT

William A. Bootle Inn of Court

Macon Bar Association

Jazz Association of Macon, Jazz and Arts on Riverdale volunteer

Toastmasters of Macon

Ingleside Baptist Church

INTERESTS

Hiking, 5k charity runs, Crossfit, and classical guitar