

CARMEN REYES-WOLFE, J.D.

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Location: First preference is always a hybrid arrangement. However, it is not a requirement nor a deal-breaker for me. I am also willing to relocate for the right role.

PROFESSIONAL SUMMARY

Multilingual professional with 8+ years of experience in writing, English literature and ESL (English as a Second Language), customer relations, legal research, global policy, and AI ethics. Proven success in LATAM and U.S. markets. Certified mediator. Strong written and spoken communication skills in English and Spanish. Ambitious yet agreeable, and excited to support the continued success of your organization.

CORE COMPETENCIES & KEY SKILLS

- Legal Research, Interpreting the Law and Document Drafting
- Ensuring Compliance, Performance, and Productivity
- Developing Operating Procedures and Reference Guide
- Legal and Creative Writing
- Multilingual Legal Content Creation (English/Spanish)
- AI Ethics & Human Rights Compliance
- LATAM Legal Frameworks Per Country
- Certified Advanced Mediator
- Global Public Policy Development
- Corporate Social Responsibility (CSR)
- Data Privacy & Digital Policy
- Stakeholder & Government Engagement
- AI & Legal Tech Integration

PROFESSIONAL EXPERIENCE

Thomson Reuters — Legal Writer, Researcher & Publisher

2022 – 2025 (Remote)

- Published 150+ legal articles for ABOGADO and 500+ for FINDLAW.
- Adapted legal content to LATAM and U.S. audiences.
- Used AI tools to streamline writing, editing, correcting and teaching.
- Led internal training on AI ethics and writing.
- Worked with legal and marketing teams on policy briefs.
- Created social campaigns to increase legal literacy.

Tishkoff Law Firm — Litigation Associate

2020 – 2021 (Remote)

- Managed high-volume litigation caseloads.
- Received formal letter of recommendation.
- Handled discovery, motions, and trial prep.
- Attended all legal hearings, depositions and more.

Wayne County Center for Dispute Resolution — Advanced Mediator (Pro Bono)

2020 – Present (Remote)

- Mediated 100+ family, civil, and insurance disputes.
- Worked with judges and attorneys to resolve conflicts.
- Received outstanding training from the best mediators in the country.
- Most importantly, through mediation and ADR I have learned so much about civility and the difference that a skilled mediator can make during conflict.

Miller, Canfield, Paddock and Stone -- Global Marketing Communications Strategist

2015-2016 (on-site, temporary role; filling in for someone.)

- Supported the marketing team in the team's director transition
- Created new marketing content to refresh communications with clients
- Conducted extensive market research, specifically LATAM, for possible partnerships in South America and its emerging markets.
- Coordinated responses for RFPs; conducted market research on emerging Latin American markets.

Universidad Adolfo Ibáñez, Chile — Visiting Professor of Law

2018 – 2020 (on-site)

- Taught mediation and negotiation in ADR courses.
- Developed Spanish-language ADR training material.
- Taught English (ESL) in South America (Chile) as a second job.

York County Court (PA) — Judicial Law Clerk to President Judge

2017 - 2018 (on-site)

- Attended Court every day with judge Adams. Sat in hearings, where I was tasked with identifying the issues that need to be resolved for the parties.
- Researched family, criminal, and immigration cases extensively.
- Because the law changes, I made sure to remain up-to-date with new laws and regulations & compliance.
- Drafted court opinions and memos for Judge Adams.
- I drafted every opinion for the Judge, who trusted me and my skills. I did not make a single mistake.

Reed Smith LLP — Document Review Consultant

2017 - 2018 (on-site)

- Reviewed and translated marketing content for LATAM.

- Recreated the firm's Spanish section and created web pages for the global firm's legal site.

Patents Law Clerk at Harman International (a Samsung company)

Law Clerk, Patents and Copyright Department

2013 – 2014

- Worked with contracts using a variety of tools available in the department. Drafted contracts and legal briefs in clerk roles. Stored contracts using technology.
- Researched highly complex IP, civil, and environmental cases. Submitted patents with other attorneys.

EDUCATION (Full Scholarships)

University of Detroit Mercy School of Law — J.D., 2015 | GPA: 3.2

- Dean's Full Scholarship | Book Awards Recipient for achieving the highest possible grade for American Legal History
- Advanced Certified Mediator. Completed the required 40+ hours of training for civil mediation
- Specialized in domestic disputes and child abuse cases, using a trauma-informed approach.

University of Michigan – Flint — B.A. Political Science, 2012 | GPA: 3.5

- Dean's Scholarship | Grants & Awards for Excellence

CERTIFICATIONS & COURSES

- State of Michigan – Advanced Mediator Training (2023)
- University of Oxford – Certificate - Public Policy & Economics (2021)
- University of Cambridge Certificate – Law & Genetics (2021)
- U.S. Institute of Diplomacy – Human Rights Consultant (2021)
- AI Ethics Certificate – Internal training (2023)

COMMUNITY & CULTURAL ENGAGEMENT

- Languages: Native-level English and Spanish, beginner level Italian and French
- Member: Junior League of Pittsburgh & Birmingham, Michigan
- Volunteer: Orphanage and literacy missions in South America and the EU.
- Interests: Writing, research, coaching others, legal ethics, compliance, conversation, grammar, arts, theatre, reading, helping people solve conflicts among themselves.
- I have been very fortunate to be able to travel the world. This has opened my eyes even more to the realities and problems we face as a planet.
- Seeing the world has also -and perhaps most importantly- think of plausible solutions to these complex problems.