

MELANIE E. BATES, ESQ.

4411 First Place, NE Apt. 37 ▪ Washington, District of Columbia 20011
www.melaniebates.net ▪ melanie.bates1@gmail.com ▪ 703.508.5892

WORK EXPERIENCE

Melanie Bates Consulting, LLC, Washington, District of Columbia

Principal, September 2017–present

Provides guidance and solutions that empower clients to achieve their goals and leave a meaningful impact on the community. MBC specializes in policy and communications.

Legal Counsel for the Elderly, Washington, District of Columbia

Part-Time Hotline Attorney, December 2018–present

Provides timely and accurate legal information, legal advice, referral, self-help materials, and other telephone assistance to callers involving a full range of legal areas, a high volume, and a wide variety of civil matters involving older District of Columbia residents.

Future of Privacy Forum, Washington, District of Columbia

Director of Communications, April 2016–December 2018

Responsible for all FPF communications requirements including website updates, media relations, internal member communications, and social media presence. Assisted with development of FPF's strategic communications plan. Supported availability of written or in-person representation of FPF's position on important public policy questions on consumer privacy issues.

American Civil Liberties Union of the Nation's Capital (ACLU-DC), Washington, District of Columbia

Director of Policy & Communications, June 2015–April 2016

Policy & Communications Associate, December 2014–June 2015

Identified policy change opportunities, participated in researching and writing about policy issues, developed issue campaigns, and helped identify and mobilize coalition partners. Oversaw the development and execution of a communications and media relations strategy. Handled press and other media inquiries as appropriate. Led the ACLU-DC's representation before legislative and executive branch officials and agencies.

Council of the District of Columbia, Office of Councilmember Wells, Washington, District of Columbia

Legislative Director, September 2013–December 2014

Legislative Counsel, Committee on the Judiciary and Public Safety, February 2013–September 2013

Managed and tracked all legislation that came before the Council of the District of Columbia. Drafted, researched, and reviewed bills, amendments, and memoranda for legislative meetings. Handled all aspects of oversight, budget, and legislative issues related to agencies under the purview of the Committee on the Judiciary and Public Safety. Staffed numerous complex high-profile hearings. Produced several committee reports on various subject matter.

United States Commodity Futures Trading Commission, Washington, District of Columbia

Paralegal Specialist, December 2011–February 2013

Provided extensive litigation support to investigators and attorneys in the CFTC Division of Enforcement. Drafted letters, subpoenas, motions, discovery requests, and other memoranda pertaining to commodities fraud, manipulation, abusive practices, and systemic risk related to derivatives that are subject to the Commodity Exchange Act.

Legal Aid of North Carolina, Durham, North Carolina

Martin Luther King, Jr. Legal Intern, May 2010–July 2010

Litigated various civil actions throughout the Durham/Henderson area under the North Carolina State Bar Third-Year Practice Rule. Observed depositions. Attended unemployment hearings. Composed letters and other memoranda. Drafted motions. Prepared notice of hearings, mediation papers, and interrogatories. Conducted client intake. Performed legal research. Engaged in substantial client contact in-person and over the telephone.

Neighborhood Legal Services Program, Washington, District of Columbia

Legal Intern, May 2009–July 2009

Performed legal research and prepared motions for civil matters. Conducted client consultations. Attended various court proceedings including custody, divorce, and landlord tenant in the District of Columbia Courts. Participated in Fair Hearings at the District of Columbia Housing Authority.

***The Washington Post*, Washington, District of Columbia**

Advertising Coordinator, July 2007–July 2008

Provided support to four sales account managers in the Major Accounts Unit. Worked directly with advertisers to ensure acceptable ad placement within all of *The Post's* publications. Ordered an average of 334 ads per month, processed artwork, and ensured accurate billing. Generated contracts, sent tear sheets, and responded to internal and external inquiries on a daily basis.

VOLUNTEER WORK

Free Minds Book Club & Writing Workshop, Advisory Board Member, 2015–present

District of Columbia Bar Pro Bono Program Advice & Referral Clinic, Volunteer Attorney, 2013–present

Washington Center for Aging Services, Volunteer, 2011–present

District of Columbia Bar Annual Youth Law Fair, Exhibitor, 2015–2018

District of Columbia Bar Pro Bono Program Advocacy & Justice Clinic, Volunteer Attorney, 2014

District of Columbia Volunteer Lawyers Project, Volunteer Attorney, 2012–2013

Street Law Clinic, Instructor, Various

LEADERSHIP ACADEMIES & TRAINING

East of the River Communications Series, August 2015

New Leaders Council Institute, June 2014

District of Columbia Bar Leadership Academy, April 2014

American Bar Association Bar Leadership Institute, March 2014

Collaborative Bar Leadership Academy, June 2013

District of Columbia Bar Basic Training and Beyond, January 2013

PROFESSIONAL ASSOCIATIONS

American Bar Association, Section of Civil Rights and Social Justice, Councilmember, 2018–present

Greater Washington Area Chapter, Women Lawyers Division, National Bar Association (GWAC)

President, 2014–2015; National Bar Association Affiliate Chapter of the Year, 2014–2015;

President-Elect, 2013–2014; Co-Chair, Program Planning, 2012–2013; Member, 2008–present

National Bar Association, Affiliate Representative, Board of Governors, 2014–2015; Member, 2013–present

Washington Bar Association, Public Service Committee, 2014–2015; Member, 2014–present

Council on Legal Education Opportunity, Inc. (CLEO), Associate, 2008–present

National Hampton University Alumni Association, Northern Virginia Chapter, *Chair, Community Service Committee, June 2012–2013; Member, 2012–2013*

SPEAKING ENGAGEMENTS

Constitution Day, Brookland Middle School, September 17, 2019

Constitution Day, Murch Elementary, September 17, 2018

The Effects of Mass Incarceration on the Black Community, Washington Bar Association, January 13, 2018

Constitution Day, D.C. Jail, Juvenile Unit, September 18, 2017

Ask An Attorney, The Washington Center, June 21, 2017

Crossroads Conference, National Collegiate Prep, 2015–2016

How to be an Effective Policy Advocate, Virginia State Bar YLC Professional Development Conference, CLE Presenter, September 2015–2016

Constitution Day, Richard Wright Public Charter School, September 17, 2015

Constitution Day, Chamberlain Middle School, September 17, 2014

Student Graduation Speaker, New Leaders Council Institute, June 1, 2014

AWARDS & HONORS

Women's Business Center Just Ambitious Womanpreneur Under 40, 2018 Acknowledgement
Women's Media Center SheSource Expert, 2018
GWAC Rising Star, 2015 Honoree
The National Black Lawyers: Top 100, 2015 Honoree
Lawyers of Color Hot List, 2014 Honoree
District of Columbia Bar, 2013 Pro Bono Program Volunteer Spotlight
District of Columbia Courts, 2012 Capital Pro Bono Honor Roll
District of Columbia Volunteer Lawyers Project, 2012 Volunteer of the Day
North Carolina Central University School of Law, 3L Class Superlative Most Likely to Do Pro Bono Work
North Carolina State Bar, Pro Bono Hours Certification
North Carolina Central University School of Law, 2009–2011 Pro Bono Superstar

EDUCATION & BAR ADMISSION

International Association of Privacy Professionals, Certified Information Privacy Professional/U.S., July 2017
North Carolina Central University School of Law, Durham, North Carolina, Juris Doctor, May 2011
Hampton University, Hampton, Virginia, B.S. in Marketing, May 2007
District of Columbia Bar, Admitted, June 4, 2012