

# CHRISTOPHER R. COOK

## EDUCATION / LICENSES

**B.S.B.A. – UNIVERSITY OF COLORADO AT BOULDER, LEEDS SCHOOL OF BUSINESS** ~ Boulder, CO 2003-2007

**Major:** Finance | **Area of Emphasis:** International Business

- Dean's List – 8 Semesters | International Honors Business Society | CU Wild – Environmental Org.
- International Study: Florence, Italy

**J.D. – Cum Laude – DEPAUL UNIVERSITY COLLEGE OF LAW** ~ Chicago, IL 2007-2010

- Academic Excellence Award (top student): Legal Writing, Real Estate Transactions
- International Study: Buenos Aires, Argentina
- Licensed: Idaho / Colorado

**Other Licenses:** Idaho Real Estate Salesperson – Inactive (2016)

**Certifications:** Notary Public (CO, ID) | Mediator | Wilderness First Responder (WFR) | CPR

**Technical Skills:**

- Proficient with Microsoft Office, including Excel, Word, and PowerPoint
- Experience with financial modeling, data / database management, and presentations

**Language Skills:** Italian – Professionally Conversant | Spanish – Conversant

**Dual Citizenship:** United States and European Union (Italy)

**Awards:** Avvo.com – Clients' Choice Award (2013, 2014) | Judicial Certificate of Achievement

## EXPERIENCE

**CHRISTOPHER R. COOK, PLLC** ~ Boise, ID 2015-Present

**Managing Attorney / Owner**

- Sell, market and promote legal products and services in highly competitive market.
- Provide comprehensive legal consulting and litigation services emphasizing client satisfaction and zealous representation.
- Consult, coordinate, and collaborate with clients, experts, and other professionals to promote successful outcomes and realize client objectives. Act as liaison and intermediately between client and third parties.
- Document all communication and matter activity. Draft progress and opinion letters to client.
- Maintain client/referral relationships through effective and dedicated communication and case management protocols.
- Problem-solve and troubleshoot complex and often contentious matters with professionalism, diplomacy, and perseverance.
- Implement sales and marketing strategies to grow client base including direct and indirect networking and volunteering.

**CRISTINA'S RESTAURANT** ~ Ketchum, ID 2000-Present

**Office / Front Staff / Management / Catering** (*family business*)

- Sell and promote high-end restaurant and catering services.
- Cultivate business relationships with vendors and patrons to establish strong clientele customer base.
- Assist in organization, preparation, and execution of catering events and day-to-day food service.
- Advise and assist with daily operations, including inventory, marketing and web presence, sales, payroll, legal, product development, and maintenance of accounts.

**FOURTH STREET LAW, LLC** ~ Castle Rock, CO 2014-2015

**Attorney**

- Sell, market and promote legal products and services in highly competitive market. Increased client acquisition and retention by ~90% resulting in 50-90% increase in profitability.
- Provided comprehensive legal and litigation services in the areas of family and domestic relations law.
- Conducted case evaluations and consultations to understand client needs, dispel barriers, and secure representation.
- Maintained diligent communication with clients and collateral contacts to ensure effective case management.
- Manage numerous active cases all with varying critical deadlines and procedural requirements.
- Successfully negotiated settlement utilizing alternative dispute resolution, problem-solving, and case management skills.
- Presented complex information to clients and third parties in clear, concise, and persuasive written/verbal form.
- Improved case management protocols by developing and implementing the use of engagement letters, intake materials, conflict logs, and client questionnaires.
- Worked in a team environment and closely with peers to ensure compliance and awareness of changing legal principles.
- Managed firm and support staff for 2-3 week periods of time as a solo attorney handling all active cases.
- Presented monthly legal seminars to audiences of up to 15 individuals to educate public and expand lead generation.
- Rated 5-stars by customers/clients on AVVO.com. Received "Client Choice Award" for practice based on client reviews.

**MARTIN D. BROWN, PLLC** ~ Littleton, CO

2011-2014

**Associate Attorney**

- Provided full-service legal representation to clients primarily in the areas of family and domestic relations law.
- Collaborated with industry experts and peers on case objectives, litigation strategy and to ensure effective representation.
- Engaged in successful appellate practice involving complex legal research, analysis, and writing.
- Maintained consistent contact with clients/customers via written, verbal, and face-to-face methods to address any concerns and review and track case progress.
- Streamlined office systems and efficiency by implementing new case management software and filing procedures.
- Created asset division schedules and financial models using Excel for trial applications and litigation strategy.
- Successfully resolved and disposed of cases involving assets valued in the millions of dollars.
- Increased client base by leveraging and diversifying referral sources and bolstering rapport in existing relationships.
- Maintained client trust and confidentiality while adhering to applicable practice principals and legal standards.
- Managed firm and support staff for 2-3 week periods of time as a solo attorney handling all active cases.

**CENTER FOR CONFLICT RESOLUTION** ~ Chicago, IL

2009-2010

**Certified Mediator**

- Court approved 40+ hour mediation skills training program.
- Mediated disputes, including small claims, tenant/landlord, and other civil litigation matters.
- Maintained neutrality and confidentiality in high conflict matters involving complex and sensitive information.

**UNIVERSITY OF COLORADO AT BOULDER** ~ Boulder, CO

2006-2007

**Teaching Assistant (Statistics)**

- Taught business statistics concepts to 35+ undergraduate students during weekly recitation sessions.
- Held weekly office hours; graded assignments, tests and research papers; implemented lesson plans.
- Assisted students with skills-based training and the development of proper study techniques and habits.

**H.C. ENGILAB** ~ Florence, Italy

2006

**Project Assistant, Translator**

- Assisted in the organization and planning of business conferences for European engineers and hospitals.
- Reviewed product inventory and cultivated relationships with vendors and clients.
- Translated informational documents and business materials from Italian to English.

**WOOD RIVER CAPITAL MANAGEMENT, LLC** ~ Ketchum, ID

2004

**Equity Research Associate**

- Conducted daily analysis and market research on exchange-traded funds, stocks, bonds, and publically traded companies.
- Drafted research summaries and presented findings to fund manager for use in active portfolios and fund administration.

## **VOLUNTEERING & COMMUNITY OUTREACH**

### **OUTDOOR / EDUCATIONAL PROGRAMS**

- Lead elementary school educational field trips such as weeklong journeys to San Francisco.
- Lead science-based student groups focused on experiential outdoor learning (Bogus Basin Snow School).

### **LEGAL PRO-BONO AND COMMUNITY OUTREACH**

- Idaho Volunteer Lawyers ~ Boise, ID
  - Participate in family law, estate planning, and elder law clinics
- Metro Volunteer Lawyers Family Law Program ~ Denver, CO
  - Volunteer representation of clients with dissolution of marriage and related family law matters.
  - Awarded Judicial Certificate of Achievement for *pro-bono* representation.
- Do Your Own Dissolution Clinic ~ Denver, CO
  - Present monthly self-help seminars to members of the public on family and domestic relations law.
- Metropolitan Tenant Rights Organization ~ Chicago, IL
  - Aided callers in solving tenant/landlord disputes, including evictions, habitability, and security deposit issues.

## **PUBLICATIONS**

Christopher Cook and Morgan McBaisey, "Campus Invasion: Security Breaches and their Trends in Universities Across the U.S.," pp. 2-11, published in *Convenient or Invasive: The Information Age* (Ethica Publishing, 2007)