

# Kirsten Fraser

2551 Charing Rd., Apt. 3 • Columbus, OH 43221 • (614) 314-1346 • kfraser@porterwright.com

## EXPERIENCE

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### **Porter Wright Morris & Arthur LLP**

Columbus, OH

*Associate*

September 2015-present

Member of Litigation, Business Competition Advice & Litigation, Emerging Business, Antitrust, Health Law, and Oil & Gas Practice Groups. Represent and advise emerging, small, medium, and Fortune 500 businesses in all stages of litigation, including drafting pleadings, motions, oppositions, pre- and post-trial briefs for filing in state and federal court. Strategize and execute discovery strategies. Sit second chair for depositions; prepare questions, exhibits and logistics for the same. Negotiate through phases of litigation and settlement with opposing counsel. Represent client in administrative bid protest hearing involving \$4 billion in Medicaid contracts. Research various issues and draft memos for the same for cases involving issues of evidence, civil procedure, antitrust, government contracts, restrictive covenants, contract law, ERISA, trade secret law, and unfair competition law.

### **Wilkie Farr & Gallagher**

Washington, DC

*Associate*

October 2013- August 2015

Draft portions of complaint, motions, oppositions and pre-trial briefs for filing in federal court. Prepare discovery requests for civil Racketeering Influence and Corrupt Organizations Act case. Sit second chair for depositions; prepare questions, exhibits and logistics for the same. Participate in Meet & Confers with opposing counsel. Research various issues and draft memos for the same for cases involving issues of evidence, civil procedure, Racketeer Influenced and Corrupt Organizations Act, government contract law, unfair competition law, the California Song-Beverly Act, employment law, bankruptcy, and insurance indemnification issues. Conduct litigation due diligence for merger transaction. Assist with preparing client for hearings before the U.S. Congress in large telecommunications regulatory matter. Prepare position papers, letters to interested parties and legislative leave-behinds for large telecommunications transaction. Analyze documents, prepare outlines and conduct witness interviews in connection with Foreign Corrupt Practices Act (FCPA) investigations. Manage FCPA internal investigation team including local foreign counsel and auditors. Draft reports detailing findings of FCPA investigation for client. Prepare team and client for disclosures of FCPA violations to U.S. government. Strategize with local counsel regarding data privacy issues and document production. Coordinate productions of documents to the U.S. government. Draft anti-corruption policy and procedures for a joint venture.

### **Stewards of Affordable Housing for the Future**

Washington, DC

*Law Clerk*

September 2012-July 2013

Reviewed and analyzed contracts for staff regarding insurance contracts, consent agreements, and lease agreements. Drafted contracts for a lease and non-disclosure agreements. Managed the due diligence process for a merger transaction. Researched issues regarding affordable housing preservation policy using Westlaw and publicly available databases. Drafted memos in response to staff member's questions regarding the status of the law, proposed government rules and regulations, and provided analysis of current issues in affordable housing preservation.

### **Wilkie Farr & Gallagher**

Washington, DC

*Summer Associate*

May-August 2012

Drafted memos in response to attorney questions regarding the FCPA, New York contract law, alter ego liability in California, waiver of attorney-client privilege, admissibility of evidence, and the Federal Rules of Civil Procedure. Drafted document retention notices for clients in anticipation of securities fraud investigation. Participated in conference calls with clients and interested parties discussing internal investigations. Attended a meeting at the Department of Justice in connection with an FCPA investigation.

### **The Employment Law Group**

Washington, DC

*Litigation Law Clerk*

October 2010-March 2012

Drafted complaints, discovery requests, discovery responses, motions, briefs in favor and in opposition to motions, witness declarations (including interviewing witnesses) and mediation statements. Prepared testimony questions and exhibits for trial and depositions, opening and closing presentations for trials and oral arguments. Assisted in oral arguments before the United States District Court for the District of Maryland and assisted in a hearing before the Merit Systems Protection Board in New York, New York. Managed a portfolio of clients, and served as primary point of contact for clients.

**Barkan Neff Handelman Meizlish***Legal Clerk*Columbus, Ohio  
May-October 2010

Performed legal research on procedural and substantive issues using Westlaw regarding federal and state Wage and Hour law and drafted memos in response to attorney questions. Drafted motions and supporting memorandums for filing in Federal court. Conducted corporate research on defendants using various State and Federal Agency databases. Organized discovery to assist in the deposition, trial and settlement phases of litigation. Assisted in depositions, including sitting second-chair to a partner in the firm.

**United States House of Representatives***Legislative Correspondent for Rep. Mary Jo Kilroy, OH-15*Washington, DC  
January-September 2009

Focused on housing, trade, welfare, immigration and small business issues. Drafted policy papers on housing legislation, free trade agreements, small business initiatives and letters for Member of Congress to formulate positions on legislation. Researched policy issues by contacting the Library of Congress, searching for newspaper and academic articles on LexisNexis, and contacting expert constituents and community leaders. Assisted Communications Director by writing press releases on legislation and Member appearances, planning media events, and drafting "Statements for the Record." Designed constituent outreach program for mail, fax and phones and managed day-to-day flow of constituent correspondence.

**Franklin County Board of Commissioners***Senior Aide to Franklin County Commissioner Mary Jo Kilroy*Columbus, Ohio  
2007 – 2009

Served as liaison and point of contact between Commissioner and constituents, County Directors, community leaders, area non-profits and other government entities. Researched policies and current events by contacting other counties, searching LexisNexis, and speaking with community leaders. Drafted speeches and talking points, resolutions creating county policy and initiatives, letters and emails to constituents. Reviewed contract bids for Huntington Ballpark and the Franklin County Courthouse, and monitored bid protest litigation. Coordinated creation of the Franklin County Homeowner Helpline Mortgage Foreclosure program. Represented Commissioner in public and on several boards including the Emergency Management and Homeland Security Executive Committee, the Franklin County Community Corrections and Criminal Justice Planning Board, and the Franklin County Planning Commission

**EDUCATION****The George Washington University Law School**

Juris Doctor; with High Honors; GPA: 3.770

Washington, DC  
May 2013*Honors:* Kappa Beta Phi Award; *Order of the Coif**Activities:* Associate, *George Washington University Law Review*, Competitor, McKenna Long & Aldridge "Gilbert A. Cuneo" Government Contracts Moot Court Competition, Research Assistant for Professor Robert Tuttle, Fall Semester 2010*Study Abroad:* Munich Intellectual Property Law Summer Program, Munich, Germany**The Ohio State University**Bachelors of Arts in Political Science; *magna cum laude*; GPA: 3.89Columbus, Ohio  
December 2006*Honors:* Graduated with Honors in the College of Arts and Sciences and with Distinction in the Department of Political Science; Medalist Scholarship (full tuition); Phi Beta Kappa*Study Abroad:* Ecole France Langue, Paris, France; London School of Economics and Political Science, London, England**BAR ADMISSIONS**

Admitted to practice in Ohio, New York State, and District of Columbia

**LANGUAGE SKILLS**

French (working knowledge), German (working knowledge)

**CITIZENSHIP**

United States, Germany