Theresa Calhoun

Houston, TX · theresa.calhoun@example.com · (713) 555-0196 · linkedin.com/in/example-theresa-calhoun

My Key Qualifications

- Senior in-house counsel at two publicly traded industrial and chemicals manufacturers (Westlake, LyondellBasell) plus commercial litigation practice at Bracewell LLP.
- Manages a portfolio of **32 active matters** across commercial, product liability, employment, and regulatory disputes, from pre-claim assessment through resolution.
- Reset outside counsel staffing and budgeting through **Legal Tracker**, cutting average monthly spend variance from 18% to 7%.
- Negotiated settlement, supply, and services agreements, resolving **9 matters without trial** in one 18-month period.
- Directs eDiscovery and preservation in **Relativity**, cutting document collection kickoff time from 10 days to 6 in coordination with IT, HR, and compliance.
- Presents quarterly legal risk reports to plant and executive leadership across **4 operating groups**, covering OSHA and supply-chain issues.
- Daily user of Westlaw, LexisNexis, PACER, iManage, Relativity, and Legal Tracker for research, matter management, and e-billing.

Experience

Senior Counsel — **Westlake Corporation**, a publicly traded chemicals and building-products manufacturer

Mar 2021 – Present · 5 yrs 8 mos

- Lead commercial, product liability, employment, and regulatory matters end to end for U.S. operations, setting strategy from pre-claim assessment through resolution across 32 active matters in the most recent full year.
- Reset outside counsel staffing, budgeting, and reporting expectations in Legal Tracker using phased budgets and strategy reviews, cutting average monthly spend variance from 18% to 7%.
- Direct preservation, discovery, and eDiscovery workflows in coordination with IT, HR, and compliance, standardizing legal hold steps to cut average document collection kickoff time from 10 days to 6 days.
- Negotiated settlement, supply, and services agreements tied to disputed operational issues, resolving 9 matters without trial in one 18-month period through case assessment, mediation preparation, and contract drafting.
- Advise operations, HR, procurement, compliance, and executive leadership on disputes, investigations, and contract risk, including reserve recommendations and reporting cadence with business leaders.
- Built quarterly legal risk presentations for 4 operating groups, translating matter status, exposure, and emerging OSHA and supply-chain issues into business-focused recommendations for plant and executive leadership.

Sample resume made with Specific Resume · specificresume.com

Senior Associate — **Bracewell LLP**, Texas-headquartered law firm with litigation and energy-industry practices

Jan 2017 – Feb 2021 · 4 yrs 1 mo

- Led discovery and motion practice on a multi-party supply contract dispute, managing review and production of 84,000 documents through Relativity workflows, coordinated custodian collection plans, and deposition preparation.
- Managed pleadings, discovery, witness preparation, and motion practice for commercial and regulatory disputes, serving industrial, energy, and manufacturing clients in state and federal forums.
- Prepared mediation and settlement analyses for commercial and employment matters, developing exposure assessments, damages summaries, and client-facing recommendation memos, supporting resolution of 11 matters before trial over 4 years.
- Built matter status and budget trackers for partner and client reporting, standardizing update templates in Excel and coordinating case-team inputs, improving on-time monthly reporting from 70% to 95%.
- Coordinated client teams, experts, and outside vendors through mediation, hearings, and production deadlines.

Associate — **LyondellBasell**, a global chemicals manufacturer

Jul 2014 – Dec 2016 · 2 yrs 5 mos

- Reviewed 46 agreements and dispute files in a 12-month period for plant operations and procurement, summarizing indemnity, limitation of liability, and delivery-risk terms for supervising counsel.
- Coordinated responses to litigation holds and subpoena requests, collecting records from 7 business functions with zero missed response dates in the final year while maintaining custodian lists and tracking deadlines.

Education

- **University of Houston Law Center** — Juris Doctor in Law · 2011 – 2014

Skills

- **Litigation & Disputes:** Commercial Litigation, Settlement Negotiations, Internal Investigations, eDiscovery, Employment Matters
- **Compliance & Regulatory:** OSHA, Supply Chain Compliance
- **Legal Operations & Tools:** Outside Counsel Management, Legal Tracker, Relativity, iManage, PACER