

Nicole M. Caldwell, Esq.

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Admitted to Practice in the State of Ohio, Commonwealth of Kentucky and State of West Virginia

LEGAL EXPERIENCE

Burnett & Thomason, Frisco, Texas (remotely from Union, Kentucky) Aug. 2011 – Apr. 2016
Attorney

- Examined and interpreted all instruments contained within a complete title abstract
- Formulated legal conclusions and recommendations necessary to cure title defects
- Drafted Drilling Title Opinions for clients in the energy and production industry
- Edited and finalized Drilling Title Opinions drafted by other attorneys within the firm
- Advised the firm on a variety of Ohio legal issues, including the Dormant Mineral Act and Marketable Title Act, oil and gas lease terms, and statute and instrument interpretation

Hamilton County Common Pleas Court, Cincinnati, Ohio Oct. 2006 – Aug. 2011
Staff Attorney/Law Clerk for Judge Dennis Helmick

- Wrote extensive summary judgment decisions regarding complex legal issues
- Analyzed cases and made recommendations to the Court
- Executed Jury Instructions under time constraints
- Performed legal research using LexisNexis, Westlaw, and the Ohio Revised Code
- Managed the Court's Civil Docket, including communication with attorneys, witnesses, and jurors, case scheduling and paperwork
- Drafted Court correspondence and entries

Kentucky Department of Public Advocacy, Florence, Kentucky Jan. 2005 – April 2006
Law Clerk

- Completed research on various legal and procedural issues pertaining to criminal law
- Researched and drafted legal motions and memoranda filed in Circuit Court
- Reviewed and discussed legal matters with clients both in and out of jail

EDUCATION

Salmon P. Chase College of Law, Highland Heights, Kentucky May 2006
Juris Doctor, *cum laude*

Class Rank: 10/88 GPA: 3.381

- Full academic scholarship; Dean's List; Awards for Highest Class Grades in Legal Research, Legal Writing, Criminal Procedure and Constitutional Law I and II; Chase Public Interest Group member

Xavier University, Cincinnati, Ohio Aug. 2002
Bachelor of Science in Business Administration: Entrepreneurial Studies, *cum laude*
Minor: Spanish
GPA: 3.68