

# Vincent Cokes

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2002 Baird Street  
Stone Mountain, Georgia 30083  
404.331.5363 Main  
V\_Cokes@gmail.com

**JOB TITLE**  
Staff Attorney, 905-12

**VACANCY ANNOUNCEMENT NUMBER:** 12-6811230-JL

Veteran's Preference: **N/A** | Federal Civilian Status: **N/A** | Country of Citizenship: **USA**

## QUALIFICATIONS SUMMARY

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A highly accomplished attorney complemented with 5 years of securities law experience specifically in the area of litigation, regulation, and relevant industry experience. A proven, experienced manager and effective team member; able to respond quickly and accurately to evolving securities laws and regulations. Thorough knowledge of bond offerings, credit facilities, credit agreements, hedging and other financial instruments. Ability to draft and negotiate securities and finance-related provisions for complex domestic and international business transactions, including mergers and acquisitions.

- Ability to manage multiple teams and projects while maintaining a commitment to integrity
- Expertise in comprehensively preparing expert witnesses for deposition in federal cases
- Experience drafting legal briefs regarding securities fraud and securities regulation
- Licensed to practice law in the State of Florida and the State of Georgia

## EDUCATION

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**University of Atlanta, Clarkmore School of Law** | Atlanta, Georgia | 30314

J.D. (Cum Laude) | May 2006

GPA: 3.7

*Activities:*

Editor, Law Review

Social Chair, Federal Careers Club

**Tallahassee State University** | Tallahassee, Florida | 32311

B.A. Art History and Rhetoric (Magna Cum Laude) | May 2001

GPA: 3.8

*Activities:*

Fellowship Recipient, City of Tallahassee Mayoral Award

Volunteer Coordinator, Young Royals

**Grover Cavs Humanities High** | Orlando, Florida | 32822

H.S. Diploma, Humanities Curriculum | June 1997

GPA: 3.6

*Activities:*

Treasurer, Senior Class Representative

## PROFESSIONAL BACKGROUND

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**Kolger and Young** | 4184 Peach Street | Atlanta, Georgia | 30303

July 2006 –

Current

**Salary** | \$89,000/Annually

**Hours** | 40 – 60/Week

**Manager** | Airek Starks | 404.219.1866 | [astarks@kay.com](mailto:astarks@kay.com)

**Position** | Associate

Present employer may be contacted.

Represented public companies, regulated entities and individuals in all phases of local and federal investigations. Provided legal advice and services regarding securities regulations. Negotiated, drafted, and reviewed contracts for clients. Filed claims, defended claims, and responded to regulatory inquiries. Researched and interpreted rules, regulations, statutes, and decisions of regulatory bodies. Examined and analyzed data to advise clients. Authored memoranda which included investigative results and strategic next steps. Coordinated legal tasks and projects in relation to internal projects.

**Androme, LLC.** | 8626 North Avenue | Stone Mountain, Georgia | 30088

May 2005 – September

2005

**Salary** | \$6,200/Monthly

**Hours** | 40/Week

**Supervisor** | Denise Augusta | 404.341.1255 | [augusta.d@androme.com](mailto:augusta.d@androme.com)

**Position** | Summer Associate (Full-time offer extended)

Former employer may be contacted.

Drafted legal criteria to help counsel advise clients on asset backed securities. Reviewed legal opinions from outside counsel and delivered comprehensive presentations. Assisted in drafting and filing regulatory disclosures and reports. Evaluated the legal adequacy of transactions documents, rights provisions, bankruptcy clauses, and notices. Helped with preparation of Section 16 and Rule 144 filings and supported executive officers, directors, and controlling stockholder advisors.

**The Law Offices of AJQ** | 526 West 27<sup>th</sup> Street | Tallahassee, Florida | 32306

May 2001 – August

2003

**Salary** | \$52,000/Annually

**Hours** | 45/Week

**Supervisor** | Audrey Newman | 850.992.9505 | [audrey@ajq.com](mailto:audrey@ajq.com)

**Position** | Paralegal

Former employer may be contacted.

Drafted pleadings, discovery, briefs, memoranda, and correspondences. Managed documents produced in litigation and investigation, including document inventory, and maintained the integrity of the originals and copy sets. Assisted attorney's with creating witness binders, issue binders, and exhibit/document binders. Summarized transcripts of testimony from depositions. Conducted extensive legislative research. Prepared visual exhibits for case presentation.

## COMMUNITY INVOLVEMENT

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**PURPOSE** | 8014 Sandbear Circle | Tallahassee, Florida | 32309  
2003

April 2001 – August

**Hours** | 4/Week

**Supervisor** | Gabriel Lolly | 850.644.5119 | [glolly@purpose.org](mailto:glolly@purpose.org)

**Position** | Volunteer

Former employer may be contacted.

Facilitated study groups for 10<sup>th</sup> and 11<sup>th</sup> graders having difficulty in English and American Literature courses. Prepared lessons plans focused on reading comprehension and retention to present to students. Provided one-on-one tutor sessions. Helped improve the academic grades of 90% of students.

## COMPUTER SKILLS

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Concordance, Lextranet, PACER, Introspect, MS Office, Apple and PC Platforms