

Yvonne A. Garrett

9230 Whitedean Lane | Dallas, Texas 75227 | 832.723.3232 | yagarrett@ymail.com

JOB TITLE
PROGRAM ANALYST, 343-13

VACANCY ANNOUNCEMENT NUMBER: 12-11319874-ED

Veteran's Preference: YES
Federal Civilian Status: YES
Country of Citizenship: United States of America

PROFESSIONAL EXPERIENCE

Davidson, Lennox, and Williams LLP, Dallas, Texas

Associate, Securities and Regulation and Compliance Division June 2008 – Current

- Drafted, reviewed, and managed corporate contracts and agreements and executed implementation as it related to legal commitments and obligations
- Analyzed and monitored federal, state, and local regulations within both the securities and investment advisory area to ensure firm operations were compliant
- Provided support in implementing and optimizing the corporate governance frame work supporting the organizations domestic and international operation
- Assisted with preparation and filing of corporate and other regulatory filings
- Provided legal advice in the implementation of regulatory change in connection with business activities, staff functions, and external reporting requirements

Summer Associate (full-time offer extended) May 2007 – Aug. 2007

- Conducted research and drafted motions, memoranda, and other correspondence
- Analyzed client issues and contractual agreements in order to provide strategic recommendations
- Created comprehensive reports and presentations for client meetings

University of San Antonio, Dallas, Texas

June 2006 – May 2007

Public Policy Research Assistant

- Analyzed and presented public opinion data in southwest Texas
- Contributed to policy reports focusing on the potential educational attainment of youth between the ages of 9 – 12 in the state of Texas
- Conducted research on the legislative response to crime rates, high school retention rates, and recidivism rates

EDUCATION

University of San Antonio School of Law, San Antonio, Texas

May 2008

Juris Doctor, Magna Cum Laude

- U.S.A. Journal of Law and Policy, Executive Editor
- USA School of Law Public Service Scholarship Recipient

Dallas State University, Dallas, Texas
Bachelor of Science, Political Science, Cum Laude

May 2006

- Dallas Star Daily, Editor-in-Chief
- Dallas State University Alumni Association, Student Liaison

SKILLS AND LICENSES

FINRA Series 7 & 63 | EDGAR Ease | LexisNexis | Westlaw

BAR MEMBERSHIP

State of Texas (2008)