

# **Lisa M. Newman**

P.O. Box 649 - Fairburn, GA 30213 - Office: 678-318-3672 - Fax: 678-318-7502 – Cell: 678-281-5448  
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## **PROFILE**

I deliver snooze-proof training experiences to individuals in all settings who want to bloom out of proportion personally and professionally. I partner with my attendees to foster a comfortable and productive learning environment in which extraordinary ideas are birthed, practical solutions to everyday challenges are discovered, and raucous laughter is encouraged.

## **EMPLOYMENT HISTORY**

### **MARIGOLD CONSULTING, Fairburn, GA**

*CEO*, March 2006 through present

Responsibilities include:

- Develop curriculum for and facilitate personal growth classes, professional development workshops, and corporate training seminars.
- Session offerings include: Time Management for the Ultra-Busy Professional, Effective Business Writing 101, Workplace Interpersonal Communication Strategies, The Art of Conflict Management in the Workplace, Tricycle Teambuilding, Running a Productive Meeting, Professional Etiquette in the Workplace, and Supersizing Your Customers' Service Experience.
- Develop training workbooks, multimedia visual aids, and testing and assessment tools for all sessions.
- Plan all facets of session meetings including budget creation, site selection, advertising and marketing, meeting room setup, food and beverage management, meeting registration, and tabulation of post-session evaluations.
- Engage in brand-building efforts and maintain and regularly update company website.
- Representative clients include: Business Marketing Association – Atlanta, Emory University, Gardner Groff Greenwald & Villanueva, P.C., Gate City Bar Association, Locke Lord Bissell & Liddell, LLP, Smith Gambrell & Russell, The University of Georgia, UNCF, and the United States Army.

### **BROWN MACKIE COLLEGE, Atlanta, GA**

*Legal Studies Department Chair*, August 2007 to present

Responsibilities include:

- Interview, hire, train, and supervise full-time and adjunct faculty members in the Paralegal Studies and Criminal Justice programs.
- Cultivate relationships with industry professionals to create and externship opportunities for students; manage externship cycle from initial contact with externship site to tracking student hours to submission of student's final grade.
- Prepare application and supporting materials for American Bar Association approval of Paralegal Studies program.
- Assist Dean of Academic Affairs with compiling data and preparing application for submission to Nonpublic Postsecondary Education Commission for Baccalaureate degrees in Legal Studies and Criminal Justice programs.
- Identify and counsel students within the Paralegal Studies and Criminal Justice programs whose academic progress falls below prescribed standards; work with students to devise a remedial action plan and follow-up with students regularly to assess progress.
- Teach onground and blended courses as assigned; monitor student retention.

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## **BROWN MACKIE COLLEGE, Atlanta, GA**

*Lead Instructor in Paralegal Studies Program, June 2004-July 2007*

Highlights of tenure include:

- Recognized as Employee of the Quarter in July 2007.
- Recognized as Instructor of the Quarter on three occasions.
- Coordinated class field trip to observe federal trial of former Atlanta Mayor Bill Campbell.
- Instituted West Paralegal Student Award recognition for paralegal students.
- Coordinated numerous guest speaker visits to classes including counsel for Brian Nichols and TLC.
- Helped contribute to growth of Paralegal Studies program through innovative classroom techniques such as mock trials, Teach the Teacher, and practical drafting exercises.
- Promoted to department chair in August 2007.

## **CONTRACT ATTORNEY, Atlanta, GA**

Various Atlanta law firms, February 2003 - June 2004

- Reviewed electronic documents for content, and privileged and confidential information.
- Reviewed and coded documents in preparation for environmental litigation.

## **LEXIS-NEXIS, Atlanta, GA**

*Home-Based Legal Editor, February 2000 - December 2002*

- Analyzed cases to identify important holdings and rules of law.
- Wrote summaries of cases in compliance with editorial and classification guidelines.

## **POWELL, GOLDSTEIN, FRAZER & MURPHY LLP, Atlanta, GA**

*Contract Attorney/Associate, December 1997 - February 2000*

- Assisted in preparation for appeal of EPA ruling in \$1,000,000 CERCLA litigation.
- Prepared discovery and briefs in environmental litigation.
- Researched various environmental law and civil procedure issues.
- Represented clients in personal property and realty dispossessory actions

## **EDUCATION AND TRAINING:**

### **Rutgers University School of Law, Camden, N.J.**

Juris Doctor Degree, May 1995

### **Rutgers University, Rutgers College, New Brunswick, N.J.**

Bachelor of Arts in Sociology and Administration of Justice, May 1992

Certificate in Criminology, May 1992