**Carolyn Harder Ryburn**

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**Professional Experience**

**Visiting Assistant Professor, (Research, Writing, and Analysis I &II), Writing Specialist, PASS Program Tutor**,University of Arkansas at Little Rock Bowen School of Law - August 2020 - Present

I teach principles of research, writing, analysis, oral advocacy, and bar exam preparation.  In addition to traditional teaching responsibilities, I also:

* Created content for and presented legal writing seminars open to the student body on topics of legal writing throughout the academic year.
* Served as a representative for institution open houses and participated in panel discussions for prospective students.
* Nominated in 2020 for the We HEART Faculty Award.

**Employment Counsel**, Simmons Bank

* In a 3000-employee footprint across eight states, I worked under the Chief Human Resources Officer to lead the company regarding issues of employment law. Primary responsibilities were to:
* Assist company leaders with associate relations; i.e. performance management, leadership coaching, and risk analysis for termination.
* Perform interviews, analysis, and reporting for internal investigations.
* Ensure compliance with governmental reporting such as the EEO-1, Vets 4212, and Affirmative Action plan.
* Maintenance of the Associate Handbook and drafting company policies to comply with multi-state laws and federal law.
* Coordination of EAP program.
* Project management of all branch closures and risk analysis for mergers and acquisitions.
* Draft and interpret employment agreements, severance agreements, non-solicitation correspondence, and all other documents related to employment.
* Manage litigation of EEOC claims, unemployment, and other employment-related litigation.
* Management of ADA reasonable accommodation requests, extended leaves of absence, and workers’ compensation claims.
* Coordination and implementation of a company-wide Early Retirement program.

**Attorney**,Barber Law Firm PLLC

* Primary practice in workers’ compensation defense litigation, insurance coverage and liability defense litigation, and general civil litigation.
* Licensed to practice law in Arkansas state and federal courts, including the 8th circuit court of appeals, the Arkansas court of appeals, and the Arkansas Supreme Court.

**Law Clerk**,USAble Life & Specialty Ventures

* Under the direction of the company’s lead general counsel, I collaborated with the legal, marketing, and human resources teams to research and develop the company’s corporate compliance manual and the company’s employee code of conduct.

**Law Clerk**, Mitchell, Williams, Selig, Gates & Woodyard, PLLC

* Primary practice in employment law, public utility law, real estate transactions, medical malpractice defense, and insurance coverage defense.
* Researched and prepared legal memorandums, pleadings, and drafts for civil litigation.
* Drafted articles published on the firm’s environmental law blog.

**Law Clerk**, Jack Nelson Jones & Bryant, P.A.

* Primary practice in employment law, securities, and education law.
* Researched and prepared legal memorandums, pleadings, and drafts for civil litigation
* Drafted articles employment law in Arkansas for the *Employment Law Newsletter*.

**Education**

**Juris Doctorate**

***William H. Bowen School of Law***,Little Rock, Arkansas

* Honors Graduate
* 2011 Recipient of the Jewel Minnis Legal Scholarship

**MA Degree in Public Administration**

***University of Arkansas at Little Rock***,Little Rock, Arkansas

* 2010-2011 Graduate Student of the Year, 4.0 GPA
* Phi Kappa Phi Honors Graduate and Phi Alpha Alpha Honors Graduate
* 2009 Recipient of the Cy and Bette Carney Scholarship

**BA Degree in English**

***Hendrix College***,Conway, Arkansas

* Hendrix Dean’s Scholarship
* Odyssey Distinction Award
* Hendrix Murphy Scholarship
* Hendrix Endowment Scholarship

**Hendrix-in-Oxford**

***Oxford University’s St. Peter’s College***, Oxford, United Kingdom

* Ruben Hayes Study Abroad Scholarship
* Georgia Zeigler Reppell International Scholarship

**Publications and Presentations**

“The Transparency of County Websites: A Content Analysis,” *Public Administration Quarterly*, Vol. 37 No. 1, April 2013.

“Arkansas Workers Compensation for Adjusters” – Training course for new adjusters in Arkansas with accompanying manual.

“Workers’ Compensation in the Arkansas Trucking Industry: Managing Claims and Minimizing Exposure” – Presentation for the Northwest Arkansas Transportation Seminar

“Leadership and Coaching” - Presentation given at departmental request at Simmons Bank.

“Legal Writing and Topic Sentences” – Legal Writing Seminar

“Cohesion and Flow in Legal Writing” – Legal Writing Seminar

“Objective v. Persuasive Legal Writing” – Legal Writing Seminar