

## FELICIA FURNACE

229 Monticello St.

Hazlehurst, MS 39083

[furnacelegal@yahoo.com](mailto:furnacelegal@yahoo.com) email/ 601.316.2590 phone

---

- As a legal professional, I have honed the ability to analyze law and protocols to look for ways to make improvements within my company and to help develop new policies that meet the organization's objectives. My experience in the pharmaceutical division of my firm, as well as in conflicts and ethics- has made me a well -rounded employee. Diligently, I stay updated on all new policies and procedures relevant to my areas of the legal profession.
- As a law student, I worked with several nonprofit organizations and legal clinics interviewing individuals, researching laws, preparing documents, contacting city officials, and observing the needs of people who could not afford expensive legal fees.
- While an undergraduate student and mass communications major, I participated in a variety of media jobs and internships that gave me a great foundation in writing, editing, analyzing the media's role in society, and public relations. In conjunction with completing coursework and the Institute on Political Journalism at Georgetown University, I was the first Media Relations Intern for ABC News Washington DC.
- When working on a master's degree in political science, I volunteered with several community and nonprofit organizations that catered to youth development and educational enrichment.
- During my time as a language arts teacher, I had the ability to hone my craft of writing, and sharpen the communication and written skills of my students. I also became extremely passionate about reforming the public school educational curriculum and improving inner-city student achievement. I received the honor of "Lead Teacher" two years in a row.

# FELICIA FURNACE

229 Monticello St.

Hazlehurst, MS 39083

[furnacelegal@yahoo.com](mailto:furnacelegal@yahoo.com) email/ 601.316.2590 phone

---

## University of Mississippi School of Law- Oxford, MS

Juris Doctor- 2012

## Jackson State University- Jackson, MS

Master of Arts (Magna Cum Laude) Political Science- 2008

Bachelor of Science (Cum Laude)-Communications-2006

## **PROFESSIONAL EXPERIENCE**

---

### **CONFLICTS MANAGER**

Ridgeland, MS

#### **Butler Snow**

**July 2013- Present**

- Assist General Counsel with research and various projects involving conflicts of interest, professional responsibility, human resource protocol, and legal/ethical compliance.
- Advise attorneys, paralegals, and staff of ethical guidelines, compliance standards, and conflicts- in correlation with the state's governing rules of legal/professional conduct.
- Provide attorneys with analyzed summaries and reports of client relationships, firm policies, and accounting.
- Review, document, and organize attorney releases of business transfers and new matter intake.
- Perform new client/financial screenings via Dun & Bradstreet database, Lexis Nexis, and other applicable web tools.
- Complete and process conflict inquiries for attorneys, staff, HR department, and temporary placements.
- Create and maintain confidentiality procedures, file security, ethical screens, and HIPAA document protection.
- Prepare and conduct firm training workshops and presentations on behalf of the Conflicts and Ethics Department.

### **PHARMACEUTICAL PARALEGAL/ LAW CLERK**

Ridgeland, MS

#### **Butler Snow**

**November 2012- June 2013**

- Supervised and monitored medical records collection, and updated lead attorneys of status and progress.
- Reviewed medical authorizations for compliance, and advised Butler Snow attorneys of any deficiencies.
- Obtained and utilized HIPAA authorizations for procurement of medical records.
- Communicated with opposing counsel concerning HIPAA compliance, medical records collection, and relevant law.

### **LAW CLERK**

Birmingham, AL

#### **Family Court of Jefferson County**

**July-August 2011**

- Assisted Legal Aid Society with representation of indigent children in the family court of Jefferson County.
- Conducted research regarding child custody, dependency, and criminal juvenile issues.
- Participated in detention hearings, trials, and counseling sessions with clients.
- Counseled juveniles and parents regarding consent decrees and responsibilities as assigned by the court.

### **LEGAL INTERN**

Oxford, MS

#### **North Mississippi Rural Legal Services**

**June-July 2010**

- Assisted with representation of low income Mississippians in the rural Mississippi Delta.
- Prepared presentation for home purchasing and mortgage counseling sessions.
- Provided supervising attorney with research and reports of state bonds, insurance, and landlord/tenant laws.

### **MIDDLE SCHOOL ENGLISH/ LANGUAGE ARTS- LEAD TEACHER**

Jackson, MS

#### **Brinkley Middle School**

**August 2007-May 2009**

- Planned, taught, and implemented lessons by Mississippi Language Arts Curriculum and Pacing Guide.
- Developed learning stations in reading and composition to stimulate high- level thinking.
- Established an active learning environment through teacher modeling, student feedback, and lesson reinforcement.

### **LEGAL ASSISTANT**

Jackson, MS

#### **Forman Perry Watkins Krutz and Tardy**

**August 2002- July 2007**

- Conducted research and completed various projects for supervising attorneys.
- Reviewed and summarized legal documents and records.
- Drafted correspondence, pleadings, and subpoenas.