

Catherine McNicoll

Education & Credentials:

South Carolina Bar

Member in Good Standing

November 2016

University of South Carolina School of Law, Columbia, South Carolina

Juris Doctorate, GPA: 3.417

May 2016

Federalist Society

Member (Oct. 2013- May 2016)

Women in Law

Member (Aug. 2013- May 2016); Vice President (May 2014-May 2015)

Phi Alpha Delta

Member (Oct. 2013- May 2016)

Technology and Law Student Association

Founder and President (Aug. 2015- May 2016)

University of South Carolina, Columbia, South Carolina

Bachelor of Art, GPA: 3.553

May 2013

Majors: English and Philosophy, Minor: Business

Phi Alpha Delta, Pre-Law Chapter

President (Mar. 2012- Apr. 2013); Membership Committee (Sept. 2011- Mar. 2012)

The Philosophy Society

President (Aug. 2012- Dec. 2012); Treasurer (Sept. 2011- Aug. 2012)

Charles University, Prague, Czech Republic

ECES Program of Study

September 2010- December 2010

Experience:

South Carolina Lieutenant Governor's Office, Columbia, SC

January 2017- Present

Director of Legal and Legislative Affairs

- Served as general counsel for the Lieutenant Governor and the Lieutenant Governor's Office on Aging
- Researched state and federal law and policy
- Drafted and summarized legislation
- Created and reviewed contracts and Memorandums of Agreement
- Drafted and reviewed office and agency policies
- Handled and organized correspondence with state agencies and constituent concerns
- Managed the boards and commissions appointments of the Lieutenant Governor

South Carolina Senate, Columbia, SC

January 2016- January 2017

Research Director for the Senate General Committee

- Handled and organized correspondence with state agencies and constituent concerns
- Researched state and federal law and policy
- Assisted in drafting legislation
- Summarized legislation

S.C. Dept. of Education, Columbia, SC

May 2014- January 2016

Law Clerk

- Researched state law and policy, including multiple state comparisons
- Reviewed case files to identify relevant documents and drafted initial case summaries
- Drafted case documents, including subpoenas, letters, and board orders
- Drafted South Carolina Board of Education meeting minutes
- Drafted Memorandums of Understanding for Data Sharing in compliance with FERPA

South Carolina Senate, Columbia, SC

May 2014- July 2014

Volunteer Law Clerk

- Researched state law and policy, including multiple state comparisons
- Summarized legislation and legislative history

S.C. Retirement System Investment Commission, Columbia, SC

May 2014- August 2014

Communications Intern

- Communicated with multiple state agencies to coordinate an understanding of the Commission's purpose and relevance for state employees
- Drafted Commission meeting minutes

S.C. Retirement System Investment Commission, Columbia, SC

July 2013- August 2013

Information Technology Intern

- Managed software updates; Set up new workstations; Resolved minor computing issues

S.C. Dept. of Labor, Licensing & Regulation, Columbia, SC

October 2012- August 2013

Intern/ Office Assistant

- Researched South Carolina regulations and related regulations from other states
- Reviewed and summarized documents, such as reports to the Governor

South Carolina Senate, Columbia, SC

January 2012- November 2012

Administrative Assistant for Senator Ryberg and the Labor, Commerce and Industry Committee

- Managed the initial review of applicants to the Employment and Workforce Appellate Panel, by communicating with over fifty applicants, as well as managing the scheduling and documentation for the four candidates who appeared before the Employment and Workforce Committee
- Organized committee meetings and associated documents
- Handled and organized correspondence with state agencies, resumes, and constituent concerns

South Carolina Attorney General's Office, Columbia, SC May 2012- July 2012
Constituent Services Intern

- Created and revised documents, such as compiling data and editing outdated form letters used when directing constituents to various departments
- Communicated with constituents and directed them to resources

South Carolina Senate, Columbia, SC August 2011- January 2012
Senate Page for Senator Ryberg January 2011- May 2011
January 2010- May 2010

Chiumento McNally, LLC, Cherry Hill, NJ May 2011-July 2011
Intern

- Filed, analyzed, and summarized documents; mostly depositions and curricula vitae

Eglington Cemetery, East Greenwich, NJ May 2010-August 2010
Office Assistant/ Secretary

- Established an archive of contract changes over the past forty years
- Created and revised documents
- Answered phone calls which included customer assistance and scheduling services
- Assisted with depositing checks and data entry for accounting purposes

Eglington Cemetery, East Greenwich, NJ January 2009-May 2009
Office Assistant/ Secretary

- Answered phone calls which included customer assistance and scheduling services
- Created and managed a filing system for documents involved in legal discovery process

Awards:

McKissick Scholars Award, renewed annually 2009- 2013
This scholarship is awarded to students by the University of South Carolina for outstanding performance on the SAT and in high school, as reflected in my GPA.

Harold M. Skeets Heritage Foundation, Inc. Scholarship December 2010
This scholarship is awarded to an employee or the child of an employee based on their college GPA and a personal statement about career goals.

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REFERENCES

Danny Varat, Ph.D.
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