

ROGER FRANCIS
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Law Firm Work History:

- **CURRENT FIRM – Furnished Privately** (July 2008 – present)
- **Willkie Farr & Gallagher** (July 2003 – July 2008)
- **Mintz Levin** (July 2000 – April 2003)
- **Dickstein Shapiro** (August 1998 – July 2000)
- **Duane Morris** (September 1997 – August 1998)
- **Rivkin Radler** (March 1994 – September 1997)

TRIAL LOGISTICS SKILLS

Hotel Accommodations

- * Finalize room arrangements and coordinate team travel schedule.
- * Implement computer work room requirements and specifications.
- * Review hotel contract for approval and submission to accounting.

Office Space

- * Identify work space and initiate contract language.
- * Submit contract for review/finalization by facilities department.
- * Arrange rental office furniture and secretarial support with local agency.

Court House

- * Determine utilization of technological requirements and limitations.
- * Arrange daily transportation logistics between hotel and court.
- * Schedule court reporters for daily transcripts and live video feed.

Information Technology

- * Coordinate rental equipment & staffing with technical services staff.
- * Confirm trial databases and required computer specifications.

Court Room Technical Consultants

- * Review and implement contract for firm and client approval.
- * Determine and integrate consultant's technical requirements.
- * Finalize court room electronic demonstratives and graphics.

Transportation

- * Determine rental car/transportation requirements for trial team.
- * Coordinate transportation logistics for case documents and relevant equipment.

Vendors

- * Establish support schedule with duplicating vendors.
- * Initiate corporate account for local conveniences such as Staples and Office Depot.

Food

- * Arrange daily food catering services; contract restaurant space and food schedule.

Trial Breakdown

- * Handle retention of physical and electronic documents.
- * Coordinate computer shutdown and return to local vendor.

UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY, M.Ed. (thesis submission pending)

UNIVERSITY OF PHOENIX, MBA

QUEENS COLLEGE/ CITY UNIVERSITY OF NEW YORK, Paralegal Certificate

FLORIDA INTERNATIONAL UNIVERSITY, Health Services Administration (BHSA)