

**ARABELLE MALINIS**  
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**OAKLAND, CA 94612**

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**SUMMARY**

Accomplished, results-oriented professional experienced in legal representation and client advocacy in trust and estates, probate, trust litigation, housing, consumer protection/debt collection, and gender discrimination under Title IX. Extensive experience communicating with clients, opposing counsel, court officials, legislative bodies to achieve just settlements while ensuring compliance with legal, regulatory, and policy requirements. Strong research skills, executing thorough investigations and case analyses to determine appropriate legal action. Proven ability to instigate policy changes and promote awareness of legal issues through case proceedings and conduction of educational workshops for community events and conferences. Current membership with the State Bar of California, Northern District of California, and Ninth Circuit Court of Appeals. Fluent in English, and in two Filipino languages, Visaya and Tagalog.

**PROFESSIONAL EXPERIENCE**

LAW OFFICE OF ARABELLE MALINIS, Oakland, California

March 2015 – Present

***Owner & Principal Attorney***

- Prepare living trusts, wills, advance health care directives, and powers of attorney for individuals and couples.
- Advise individuals and couples regarding estate planning, guardianship nominations, end of life decisions, etc.
- Represent successor trustee in trust administration process, which includes providing notices to beneficiaries and government agencies, marshalling assets, paying debts, distributing assets to the appropriate beneficiaries.
- Represent executors and personal representative in in probate administration, which includes appearance in hearings in probate court in estate administration process.
- Attorney volunteer at Day of Court Guardianship Clinic in Alameda County Probate.
- Professional advisor to and member of East Bay Community Foundation Professional Advisory Leadership Council, providing advice in the areas of philanthropic giving to support social justice causes.

BERKELEY LAW SCHOOL, STUDENT-INITIATED LEGAL SERVICES PROJECT

August 2016- 2020

***Supervising Attorney of Survivor Advocacy Project***

- Provide training, supervision, feedback, evaluation, and mentoring to first and second year law students in a yearlong legal project addressing gender discrimination and sexual harassment issues on campus.
- Provide supervision of law students in intake process and limited scope representation of clients who are victims of sexual violence.
- Member of the Title IX Bay Area Working Group where attorneys discuss sexual harassment and sexual assault cases in K-12 and higher education, work on policy on local and state level that provides additional clarity in the enforcement of anti-discrimination laws in public education.

HOUSING AND ECONOMIC RIGHTS ADVOCATES, Oakland, California

2010 – 2014

***Staff Attorney***

- Drafted pleadings and managed client cases involving foreclosure defense, unfair debt collection, fair credit reporting, and housing discrimination.
- Educated homeowners and tenants on consumer-related matters including foreclosure prevention, predatory or unfair mortgage lending, abusive mortgage servicing, wrongful debt collections, and credit reporting problems.
- Represented clients for complaints related to housing discrimination; drafted complaints and responded to motions.
- Liaised between clients and mortgage lenders, government agencies, and media.
- Analyzed cases based on legal, regulatory, and policy requirements, executed objective, fact-based investigations, and determined appropriate action based on findings.
- Collaborated with colleagues to evaluate cases to conceptualize legal strategy and identify creative solutions.
- Maintained case documentation and notes in Abacus, compiled grant reports, reported time, and scheduled litigation.
- Organized and delivered multiple workshops and seminars to local residents and law schools within the bay area on mortgages, foreclosures, loan modification, and foreclosure rescue scams.
- Directed activities of student interns and support staff and facilitated legal training initiatives.

**PROFESSIONAL EXPERIENCE***(Continued)*

- Initiated policy changes with the provision of legal counsel for various high-profile cases.
- Served as legal representative for a case highlighted in a published article for the New York Times.

HUMAN GENOME SCIENCES (GLAXOSMITHKLINE), Rockville, Maryland

Summer, 2008

***Legal Intern – Intellectual Property Department***

- Facilitated litigation preparation for attorneys by performing thorough document reviews of licensing contracts, patent applications; and conducting extensive legal and scientific research for scientist and patent attorneys.

VARIOUS NON-PROFIT LEGAL SERVICES San Francisco Bay Area and Los Angeles, California

2007 - 2008

***Law Clerk***

- Managed client intake processes to gather information on housing legal issues; drafted predatory lending and eviction defense case briefs and pleadings.
- Composed position statements and provided client representation for Housing Authority administrative hearings.
- Conducted client interviews, submitted discovery requests, and compiled documentation for civil rights complaints.

VARIOUS BIOTECH AND PHARMACEUTICAL COMPANY, San Francisco Bay Area, California

2000 - 2006

***Technical Reviewer / Quality Assurance Contractor, CHIRON CORPORATION/NOVARTIS******Research and Development Associate Researcher, ONYX PHARMACEUTICAL******Microbiologist, BIOMARIN PHARMACEUTICAL***

- Technical review of manufacturing batch records for various drug products. Tracked and evaluated discrepancies and corrective actions in database. Evaluated discrepancies in manufacturing processes and wrote reports recommending solutions.
- Developed process intermediates and product using chromatography techniques for HIV research and authored clinical protocols.
- Performed a wide range of cell culture, purification procedures & quality control testing and authored Standard Operating Procedures.

**EDUCATION**

WESTERN STATE UNIVERSITY COLLEGE OF LAW, Fullerton, California

***Juris Doctor***, 2009

- Recipient of WSU Academic Scholarship (2006) and Philippine American Bar Association Scholarship (2008)

UNIVERSITY OF CALIFORNIA, Davis, California

***Bachelor of Science – Microbiology***, 2000

- Earned recognition as a Biological Science Undergraduate Scholar and Oncology Research Fellow (1998-2000).
- Published abstract in oncology publication (2000)

**PROFESSIONAL MEMBERSHIPS & AFFILIATIONS**

- ***State Bar of California***, Member, 2010 – Present (SBN:269979)
- ***Ninth Circuit Court of Appeals***, Member, 2010 – Present
- ***Northern District of California***, Member, 2010 – Present
- ***East Bay Trust and Estates Lawyer (EBTEL)***, Member
- ***Notary Public***, State of California, 2017-2022
- ***Alameda County Bar Association (ACBA)***, Member
- ***East Bay Community Foundation Professional Advisory Council***, Member-Advisor
- ***Trust & Estates Section of the California Lawyers Foundation***, Member
- ***Bay Area Title IX Roundtable***, Member.
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**PROFESSIONAL EXPERIENCE**

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**TECHNICAL PROFICIENCIES**

- Lexis-Nexis
- West Law
- Case Management Systems
- Prime
- Legal Solutions
- Relativity
- Quickbooks
- CEB Onlaw