



CURRICULUM VITAE

Shaan A. Rizvi, Esq.
Consultant

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EDUCATION

J.D., Cornell Law School (2011)

Activities/Honors:

Notes Editor, *Cornell International Law Journal*

Quarter-Finalist, 2009 Frederick Douglass Moot Court Competition (Employment Law)

CALI Award for Top Grade, National Security Law

Teaching Assistant, Constitutional Politics: The U.S. Supreme Court

Member, Moot Court Board

B.A., Cornell University, College of Arts & Sciences (2007)

Major: Government and Philosophy (Double-Major)

Activities/Honors:

Dean's List

Pi Sigma Alpha National Political Science Honor Society

PROFESSIONAL EXPERIENCE

Consulting

Employment Practices Solutions, Inc.

Consultant

September 2016 - present

Conduct investigations into complaints of workplace misconduct. Provide guidance to employers concerning sound personnel practices and procedures. Provide training programs on a broad range of employment issues, including investigation procedures, harassment, sensitivity, conflict management, diversity, effective hiring, disciplinary action and other workforce policies and practices. Conduct annual live anti-harassment/sensitivity training for international law firm. Provide one-on-one coaching to employees following investigations. Make presentations, serve on discussion panels and write articles on employment related topics.

Bashen Corporation, Inc.

EEO Consultant

October 2011 – July 2013

Successfully completed over 100 investigations into Title VII, Age Discrimination in Employment Act, Rehabilitation Act, ADA and OSHA claims for various clients, including several Fortune 500 companies. Prepared numerous Position Statements in response to EEOC and state administrative agency charges of discrimination and obtained dismissal of charges on all matters. Directly interacted with clients on a daily basis to provide case updates and

advise regarding legal liabilities. Provided on-site representation for clients and prepared witnesses in EEOC and state administrative agency proceedings. Conducted legal research on various aspects of employment litigation and affirmative action requirements. Prepared numerous Affirmative Action Plans (AAPs) pursuant to Executive Order 11246. Provided company-wide training on EEO and AAP compliance and administration.

Legal

Cozen O'Connor, P.C.
Associate Attorney
July 2013 – August 2014

Managed all mid-level associate responsibilities in Labor and Employment section of large international law firm. Drafted all pre-trial pleadings and motions in state and federal court, including Complaints, Answers, Motions to Dismiss, Motions for Summary Judgment, and Temporary Restraining Orders and Temporary Injunctions. Drafted discovery requests and objections. Defended depositions. Directly corresponded with opposing counsel and Court. Prepared Mediation Statements and participated in mediations. Drafted and assisted in negotiating Settlement Agreements. Drafted Noncompetition Agreements and conducted Fair Labor Standards Act (FLSA) audits on behalf of employers. Prepared legal presentation materials for senior partners' use in client development seminars.

The Honorable Kenneth M. Hoyt, U.S. District Court for the Southern District of Texas
Judicial Extern
August 2010 – December 2010

Reviewed pleadings for factual and legal background and analyzed case law with law clerks and Judge to discuss possible rulings. Researched substantive legal issues relating to commercial litigation, constitutional law, international law and issues arising under Federal and Texas Rules of Civil Procedure. Drafted several court orders on Motions to Dismiss, Motions to Remand and Motions for Summary Judgment.

LICENSE/CERTIFICATIONS

Licensed attorney in the State of Texas, 2011
Registered in the Federal District Court for the Northern District of Texas
Registered in the Federal District Court for the Southern District of Texas

MEMBERSHIPS

State Bar of Texas

PUBLICATIONS/PRESENTATIONS

Presenter, *#MeToo, Sexual Harassment, and How to Be an Effective Bystander*, Employment Practices Solutions, Inc. Podcast, October 2018

Author, *The Critical Role of the Bystander in #MeToo Culture*, Employment Practices Solutions, Inc. Newsletter, September 2018

Presenter, *The Latest LGBT Legal Updates for the Workplace*, Employment Practices Solutions, Inc. Webcast, September 2017

Author, *The Latest LGBT Legal Updates for the Workplace*, Employment Practices Solutions, Inc. Newsletter, February 2017

Presenter, *Big Brother in the Workplace: Emerging Issues in Workplace Privacy*, 2014 Gulf Coast Symposium on HR Issues, Houston, Texas, July 2014

Presenter, *Big Brother in the Workplace*, Cozen O'Connor Breakfast Briefing, Houston, Texas, August 2014

Author, various articles for *HR Headaches* (online blog on human resources news and legal developments)
