



CURRICULUM VITAE
E. Adrienne Jackson, Esq.
Consultant

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EDUCATION

SOUTHERN METHODIST UNIVERSITY DEDMAN LAW SCHOOL
J.D., 2008

SOUTHERN METHODIST UNIVERSITY
B.A., 2005
Major: Corporate Communications and Public Affairs

PROFESSIONAL EXPERIENCE

Consulting

EMPLOYMENT PRACTICES SOLUTIONS, INC.
Consultant
August 2021 to Present

Conduct investigations into employee complaints and allegations of workplace misconduct. Deliver customized individual and group training on a variety of employment issues, including harassment and discrimination, diversity, sensitivity, and workplace culture, among others. Provide one-on-one executive coaching on issues related to conflict resolution, effective management strategies, and employee productivity.

CAVANSITE, LLC
Founder and President
2018 to Present

Conducted individual and group training on a variety of subjects, including harassment and discrimination, diversity, workplace conduct, workplace culture, and effective management. Provided one-on-one executive coaching sessions to include sensitivity training, conflict resolution and effective management strategies. Administration of non-subscriber appeals for Texas non-subscribers pursuant to their Texas Injury Benefit Plans, including assembling appeal committee, thoroughly reviewing Benefit Plan and all file documents, engaging medical professional (if necessary), and issuing determination pursuant to ERISA.

Legal

HUNTON & WILLIAMS LLP (HUNTON ANDREWS KURTH)
Dallas, Texas
Staff Attorney – Labor & Employment
April 2016 to March 2017

Managed all aspects of employment litigation and consulting. Day to day client counseling on employment related matters. Responsible for drafting and reviewing a variety of employment-related contracts and agreements, including employee policies and handbooks, non-competition agreements, severance agreements, independent contractor agreements, waivers and releases, settlement agreements, and contracts relating to misappropriation of trade secrets. Prepared EEOC and NLRB Position Statements, and regularly handled hearings in matters pending with the EEOC and Texas Workforce Commission. Responsible for drafting pleadings, discovery and motions in claims involving discrimination based on race, sex, and age, as well as matters involving the Family Medical Leave Act and the Fair Labor Standards Act.

THE MARKETING ARM

Dallas, Texas

Associate Agency Counsel

November 2015-April 2016

Reported directly to In-House Agency Counsel of 500+ employee company. Drafted, revised, and managed contracts in all aspects of the business, including indemnity agreements, marketing and advertising agreements, and employment agreements, among others. Assisted in extensive FLSA audit of the company, including review of employee agreements and responsibilities, and overhaul of employee classifications.

BELL NUNNALLY & MARTIN, LLP (GIBSON, McCLURE & WALLACE, LLP)

Dallas, Texas

Associate – Labor & Employment

July 2010 to February 2014

Managed all aspects of employment litigation and nonsubscriber defense cases. Regularly first- and second-chaired nonsubscriber defense cases, including handling depositions, hearings, mediations, and arbitrations. Day to day client consulting on employment related matters, and client presentations/training on a variety of issues. Responsible for drafting and reviewing a variety of employment-related contracts and agreements, including employee policies and handbooks, non-competition agreements, severance agreements, independent contractor agreements, waivers and releases, settlement agreements, and contracts relating to misappropriation of trade secrets. Responsible for preparation of EEOC and NLRB Position Statements on a regular basis. Responsible for drafting pleadings, discovery, and motions. Regularly handled hearings in matters pending with the EEOC and Texas Workforce Commission.

LICENSE/CERTIFICATIONS

Licensed attorney in the State of Texas, 2008

Admitted in the United States District Court for the Northern, Southern, Eastern and Western Districts of Texas
