

K A R E N R I L E Y
1616 E. 56TH STREET CHICAGO ILLINOIS 60637
312.961.7663 • karenril3@gmail.com

Professional Skills Summary

Strategic thinker • Advocate • Liaison
Communicator • Leader • Counselor
Collaborator • Influencer

PROFESSIONAL EXPERIENCE

Business Leadership Council • Chicago, Illinois 60606 • December 2011 to present

Business Advocacy Organization

Executive Director

Overall strategic and operational responsibility for staff, programs, expansion and execution of the mission. Ensure consistent programmatic excellence with regular program evaluation. Develop effective methods to track successes that can be communicated to the board and members. Recommend timelines and identify resources necessary to achieve strategic goals. Actively engage and energize stakeholders to sustain and further the organization's mission, goals, and advocacy initiatives. Refine all aspects of communications from website to external relations with the goal of developing a stronger brand. Represent the organization and promote its mission, programs, and values by building strong relationships with government use external presence to build relationships, collaborate and partner with elected officials, business leaders, community and civic leaders to create new opportunities. Serve as member liaison and face of the organization with diverse, multicultural agencies to drive partnerships and collaborations while maintaining stellar reputation of organization.

KL Riley & Associates • Chicago, Illinois 60607 • October 2010 to present

Law Firm – Small corporate and not for profit representation

Owner/Attorney

Represent small business owners and not for profit entities. Provide counsel on business structuring; tax exempt filings, MWBE certifications, employment matters and business operation.

Loop Capital Markets LLC • Chicago, Illinois 60604 • August 2006 – October 2010

Financial Services Firm – Compliance and Legal at Investment Bank

Assistant Corporate Counsel and Compliance Officer

Directed the strategic direction and effective implementation of the firm's compliance program. Reinforced and held associates accountable for adherence to the firm's Code of Conduct, industry rules, regulations, state and federal statutes. Revised the firm's written supervisory procedures manual through ongoing review and updates in accordance with regulatory changes. Organized, planned and prioritized the firm's written responses and on-site document production for regulatory examinations. Effectively communicated and interacted with client personnel on various compliance matters relative to the respective business unit(s) to mitigate risk. Provided written compliance responses to various regulatory inquiries.

Delivered the annual compliance program and developed the continuing education curriculum and employee training program for client personnel at all levels of the firm.

Provided support to Corporate Counsel in fast-paced, result oriented environment. Reviewed and negotiated various commercial agreements including clearing arrangements, commission sharing agreements, MOUs, and third party servicing agreements in timely manner. Drafted the firm's employment, independent contractor and consultant agreements. Successfully attained Series 7, 24 and 63 licenses.

- Served as AML and EEO Officer
- Drafted Business Continuity Plan, Privacy Statement, Regulatory Disclosure Statements

Loop Capital Markets LLC • Chicago, Illinois 60604 • September 2002 – July 2006

Financial Services Firm – Investment banking, brokerage and underwriting firm

Legal Consultant

Provided legal and compliance support to senior management.

Cochran, Cherry, Givens, Smith & Montgomery P.C. • Chicago, Illinois 60604 • September 2001 – September 2002

Law Firm - Plaintiff's Personal Injury Law

Associate

Interviewed potential clients to assess medical malpractice and other personal injury claims. Reviewed medical records and conducted legal research to prepare case summaries with recommendation to accept or decline representation. Prepared clients and witnesses for depositions and court appearances as well as appeared in court on pretrial matters.

City of Chicago • Chicago, Illinois 60654 • November 1999 -August 2001

Municipality- Administrative Hearings Division

Administrative Law Officer

Presided over administrative hearings involving traffic and municipal violations. Ruled on admissibility of evidence, weighed testimony and records, assessed credibility of witnesses, applied rules of law, decided cases as impartial trier of fact.

EDUCATION

Juris Doctorate, John Marshall Law School, Chicago, Illinois

Bachelor of Arts, Political Science, Wayne State University, Detroit, Michigan

AFFILIATIONS

World Business Chicago Civic Committee

Chicago State University Supplier Diversity Task Force

Cook County Bar Association

Black Woman's Lawyers Association