
RELEVANT WORK EXPERIENCE

University of Hawai‘i, Honolulu, HI

Investigator & Compliance Officer, Office of Compliance, EEO, and Title IX with the Office for the Vice President of Community Colleges, Jan. 2022 – Present

- Investigate alleged violations of University policy, such as workplace violence, discrimination, sexual harassment, and other forms of misconduct.
- Manage all aspects of the investigative process, including communicating with parties, ensuring compliance with University procedures, conducting interviews, and identifying available evidence.
- Apply advanced analytical and writing skills to prepare fact-finding reports that are logically sound, thorough, and accurate.
- Advise the University’s seven community colleges on addressing workplace conflict and complying with federal and state laws such as Title IX, Clery, FERPA, and the ADA.
- Collaborate with University stakeholders systemwide on institutional policies and best practices.
- Create and present dynamic trainings for employees and students on workplace misconduct, Title IX, and mandatory reporting.
- Spearhead systemwide prevention and education programming on diversity, equity, and inclusion topics, such as discrimination, microaggressions, sexual violence, and intimate partner violence.

Co-Chair, University of Hawai‘i Commission on the Status of Women, May 2024-May 2026

- Lead the Commission in its work promoting gender equity at UH, including planning and facilitating regular meetings, wherein Commissioners discuss and work on a variety of gender equity issues, including caregiver support, period poverty, etc.
- Spearheaded two virtual conferences featuring webinars exploring the challenge faced by women.

Harvard University, Cambridge, MA

Fellow, Office for Dispute Resolution, Nov. 2019 – Aug. 2021

- Investigated complaints of sexual harassment and/or other sexual misconduct against Harvard University students, staff, and faculty, including case evaluation and investigative planning.
- Drafted case communications and contributed to investigative reports issued to relevant stakeholders, such as University administration and disciplinary boards.
- Ensured all investigations were confidential, equitable, efficient, and legally sufficient.
- Managed documentation for investigations and ensured timely communication with parties.
- Trained employee on investigative processes and University procedures.

Suffolk County District Attorney’s Office, Boston, MA

Assistant District Attorney, Boston Municipal Court: Roxbury Division, Sept. 2018 – Nov. 2019

Special Assistant District Attorney, Boston Municipal Court: Central Division, Apr. 2017 – Nov. 2017

Student Prosecutor, Boston Municipal Court: South Boston Division, Jun. 2015 – Aug. 2015

- Represented the Commonwealth in criminal proceedings, including arraignments, hearings, motions, competency hearings, bench trials, and jury trials.
- Assisted the Probation Department in probation hearings.
- Managed a demanding criminal caseload while appearing nearly daily in the Municipal Court.
- Investigated and evaluated criminal charges, working closely with civilian witnesses and law enforcement personnel to build cases.
- Developed relationships with victims of crime, explaining how criminal cases unfold and engaging them in the criminal adjudication process.
- Trained and supervised new Assistant District Attorneys and interns.

JESSICA L. SHAFFER

Office of the Massachusetts Attorney General, Boston, MA

Honors Fellow, Sept. 2016 – Aug. 2018

- Completed a two-year fellowship, consisting of assignments with the Trial Division, Environmental Protection Division, Civil Rights Division, and an external assignment with the Suffolk County District Attorney's Office (see above).

Assistant Attorney General, Trial Division, Nov. 2017 – Aug. 2018

- Defended Massachusetts and its agencies in civil litigation matters before the Massachusetts Superior Court, Massachusetts Appeals Court, and U.S. District Court.
- Managed a caseload independently, writing and arguing motions, deposing witnesses, defending depositions, overseeing the discovery process, and negotiating settlements.

Special Assistant District Attorney, Suffolk County District Attorney's Office, Apr. 2017 – Nov. 2017

Volunteer, Civil Rights Division, Nov. 2016 – Mar. 2017

- Assisted with a hate crimes hotline, taking reports of hate crimes directly from citizens.

Assistant Attorney General, Environmental Protection Division, Sept. 2016 – Apr. 2017

- Pursued enforcement actions for violations of environmental regulations as well as an enforcement action for violations of an agricultural preservation restriction.
- Drafted complaints, investigated violations with agency partners, and negotiated settlements.
- Assisted with brief writing in impact litigation.

EDUCATION

University of Michigan Law School

J.D., *cum laude*, Dec. 2015

Journals & Research:

Michigan Journal of Law Reform, Volume 49 Editor-in-Chief
Michigan Journal of Environmental & Administrative Law, 2014 Member
Professor Vivek Sankaran, Research Assistant

Clinical Work:

University of Michigan Child Welfare Appellate Clinic, Fall 2015
University of Michigan Human Trafficking Clinic, Fall 2014

Honors & Awards:

John Paul Stevens Public Interest Fellowship Foundation, 2015 Fellow

Leadership Experience:

Student Funded Fellowships, Co-President

University of Notre Dame

B.A., Program of Liberal Studies, May 2011

Publications:

Peregrine, Founder, Editor-in-Chief
The Notre Dame Observer, Scene Editor

Leadership Experience:

Farley Hall, Dorm President

BAR ADMISSIONS

United States District Court for the District of Massachusetts, Commonwealth of Massachusetts