

RUBY PRASAD SRIVASTAVA, ESQ.

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EDUCATION

Southern Methodist University School of Law, Dallas, TX

Juris Doctor, May 2002

- A.J. Thomas Award for Class of 2002 (Excellence in Leadership)
- SMU Law School Program at University College, Oxford, UK 2000

University of Texas at Dallas, Richardson, TX

Bachelor of Arts, December 1997

- Major: Historical Studies; Minor: Biology; *cum laude*
- Full Academic Distinction Scholarship, 1994-1997

LEGAL EXPERIENCE

RPS Legal Group, PLLC, Prosper, TX

Managing Attorney, July 2012- Present

- Draft Wills, Trusts and other Estate Planning documents
- Review and draft general corporate, human resources and employment contracts
- Serve as an HR Director for client's companies

City Attorney's Office, Dallas, TX

Assistant City Attorney, April 2004 – December 2005

Code Compliance Division

Assistant City Attorney responsible for enforcing the Housing Code for the City of Dallas

- Assisted in filing Chapter 54 and Chapter 125 lawsuits against commercial and residential property owners and worked closely with Housing Inspectors, Fire Inspectors and Police Officers
- Monitored and presented properties for Demolition Docket in Municipal Court
- Represented the City of Dallas in Temporary Injunction hearings, Permanent Injunction hearings and trials in District Court
- Researched and drafted various memoranda and pleadings as well as requested and responded to requests for discovery

Assistant City Attorney, Prosecution Division

Prosecutor for the City of Dallas responsible for management of large municipal court dockets, including trying cases, researching, drafting and arguing various pretrial and post-trial motions, investigative and administrative duties and extensive contact with law enforcement, city officials and the public

- Presided over 80 trials, both jury and non-jury in Dallas Municipal Court with 80% conviction rate
- Selected as one of the two Assistant City Attorneys responsible for the Family Violence Docket
- Interviewed police officers and witnesses in assault, theft and disorderly conduct cases
- Interviewed City Code inspectors regarding Housing, Fire, Health, Animal and Taxi violations
- Drafted complainants for traffic, Fire, Taxi, Health, Animal and Housing Code violations
- Involved with specialized juvenile prosecution including first appearance pleas and jury trial dockets
- Supervised a team of 10 attorneys to handle prosecution of Housing Code cases for the City of Dallas

Law Offices of James D. Stanton, L.P., Dallas, TX

Attorney, October 2003 – March 2004

Attorney for a small civil litigation firm representing in toxic torts, construction and transportation law clients

- Worked on various fundamental aspects of civil litigation including attending depositions, mediations, hearings and motions in Dallas and throughout Texas
- Drafted and responded to pleadings, drafting and responding to discovery, development of trial and deposition exhibits, witness interviews and expert witnesses
- Participated in depositions involving parties to litigation, fact witnesses and expert witnesses
- Researched case law on ERISA, construction law and transportation law issues
- Researched and drafted partnership agreements, incorporation and business contracts

RECRUITING EXPERIENCE

Link Legal Search, LLC, Dallas, TX

Senior Managing Director, July 2012 - Present

- Recruit candidates, managers and attorneys for financial institutions, oil & gas companies, geology companies and large law firms
- Develop new client relationships with law firms and corporations nationally
- Recruit candidates legal and network with candidates via social media and LinkedIn
- Enter candidates' information and clients' information into database for searches
- Manage a recruiting team to handle searches
- Ensure OFCCP Compliance for certain clients (Recordkeeping regulations and Internet Applicant Rulings)

Newhouse+Noblin LLC, Dallas, TX

Managing Director, January 2012– July 2012

- Develop new client relationships with law firms and corporations throughout Texas
- Recruit candidates and network with candidates via social media
- Review resumes, conducted phone prescreens and interview candidates for clients
- Build an internal database of potential clients and candidates
- Complete background checks and reference checks and verify employment history
- Negotiate salary and compensation packages with candidates

Coleman|Nourian, LLC, Philadelphia, PA

Attorney Recruiter, April 2007 – December 2011

- Cold-call and recruit experienced attorneys for contract assignments at large law firms, financial institutions and Fortune 500 companies
- Supervise numerous contract attorneys on numerous clients' projects and managed junior staff members
- Review resumes, verified references and confirm employment history
- Conduct phone prescreens, interview candidates and schedule interviews for clients
- Negotiate salary with candidates and fee agreements with clients
- Arrange interviews for candidates and follow-up meetings with clients
- Maintain rapport with clients and candidates to ensure satisfaction and successful placements
- Highest revenue-generating recruiter, 2008-2011

Hudson Legal, Inc., Boston, MA, Pittsburgh and Philadelphia, PA

Attorney Recruiter, August 2006- March 2007

- Recruit and interview attorneys, paralegals and secretaries for positions in large corporations (Aramark, Comcast) oil & gas companies (Chevron, ExxonMobil) and law firms (Pepper Hamilton, Saul Ewing)
- Contact large law firms and corporations regarding current attorney job openings

Special Counsel, Inc., Dallas, TX and Houston, TX

Business Development Director, December 2005 – June 2006, Placement Director, November 2002 - October 2003

- Build relationships with managing partners and firm administrators at law firms, oil & gas companies and corporations in order to provide permanent and temporary staffing services
- Recruit attorneys, paralegals, contractors and secretaries for positions at Fortune 500 companies, financial institutions and law firms
- Review resumes, conducted criminal background, handle education background checks and verify employment history
- Conduct interviews of attorneys, paralegals and legal secretaries for various open positions
- Create files in databases, arrange interviews for candidates and follow-up meetings with clients

SKILLS AND INTERESTS

- Strong communication, presentation, writing, research and computer skills
- Adept in Microsoft Word, Excel, Power Point, Outlook, Lexis/Nexis, Westlaw
- Yoga, gardening, and running
- Substitute Teacher in Prosper ISD
- Volunteer Basketball Coach at PSA McKinney