

Emily M. Webb

224 E. Center Street • Des Moines, IA 50309 • (515) 343- 2405 • emily.vanoosbree@gmail.com

BAR ADMISSIONS

Iowa Bar: Admitted in September 2012

EDUCATION

University of Iowa – Henry B. Tippie College of Business, Iowa City, Iowa, M.B.A., 2020

Creighton University School of Law, Omaha, Nebraska, Juris Doctorate (J.D.), May 2012

Business Law Society, 2009-12

Volunteer Income Tax Assistant, 2010-12

Moot Court Board Finalist and Member, 2010-12

Wartburg College, Waverly, Iowa, B.A., *cum laude*, English Lit. & Creative Writing, May 2009

Varsity Cross Country & Track, Member and Captain, 2005-09

NCAA All-American, Cross Country & Track, 2008-09

PROFESSIONAL EXPERIENCE

Businessolver.com, Inc., In-House Counsel, Des Moines , Iowa, September 2018 - Present

Lead the legal department in creating templates, setting policies, and implementing legal and compliance processes; Manage all legal workflow and any internal legal issues in the absence of a superior legal role within the company (direct report to CFO); Perform legal research and offer legal opinions/advice to internal business clients and subsidiary operating companies relating to contracts, key business partnerships, regulatory requirements, marketing, acquisition, privacy, and data security; Supervise two paralegals; Create and implement policies for compliance including, but not limited to, Privacy Shield and SSAE 16; Develop and maintain relationships with outside counsel and other in-house counsels members for collaboration and advice on novel or unfamiliar legal matters

Workiva, Inc., Corporate Counsel, Ames, Iowa, July 2017 – September 2018

Draft, review, and negotiate Software as a Service Agreements from both the customer and vendor perspective; Provide on-site legal advice on privacy matters (including HIPAA and GDPR), employment law, contractual issues, and company policy and compliance matters; Act as the primary contact between the sales team, business unit, compliance, finance, and legal, ensuring that all legal and contractual matters are addressed efficiently and promptly; Collaborate with senior leaders on strategies to both minimize risk and exposure while maintaining business capture; Selected to the Human Asset Management Advisory Council to provide guidance on company culture and volunteer activities; Led United Way Campaign

Telligen, Commerical Contracts Attorney, Des Moines, Iowa, Mar. 2016-July 2017

Communicated and negotiated with major commercial vendors and independent contractors about contract terms, conditions, and prices; services, timelines, and deliverables; and statements of work for each project; Managed relationships between vendors and internal staff; Created and maintained company templates for NDAs, BAAs, and vendor agreements; Collaborated with legal, procurement, finance, and/or external counsel; Drafted Requests for Proposal for internal company purchases of goods or services; Prepared responses to Requests for Proposal issued by the Federal and State governments or commercial clients; Identified business and legal issues and suggested best solutions; Led the Next Generation Committee focused on volunteerism and engagement to recruit and retain next generation of the workforce; Started and directed the first Telligen Corporate Giving Garden which donated all produce to local food pantry

Pearson Learning Company, Corporate Contracts Attorney, Iowa City, Iowa, Feb. 2013-June 2014

Advised on various corporate contracts including but not limited to licensing agreements, consulting agreements, and distribution agreements; Developed vendor management processes to ensure the most efficient and cost effective use of time and expenditures; Worked directly with assessment vendors to ensure compliance with our contracts and timelines; Wrote, analyzed, and responded to Requests for Proposals; Managed the contract upon award of the bid and solved problems as they arose both internally and externally; Supported federal and state assessment contracts; Developed and managed relationships and funding needs with local outside counsel for external support

Whitfield & Eddy Law Firm, Associate Attorney, Des Moines, Iowa, May 2011-Feb. 2013

Managed a high volume of complex cases on a day-to-day basis which involved researching the legal issues, drafting the necessary documents depending on the facts and law, and communicating directly with clients and member attorneys about deadlines and progress; Drafted estate planning forms, business formation documents, and bench and trial briefs; Attended and participated in mediations, negotiations, jury trials, and hearings; Provided legal advice to clients concerning civil matters and litigation

PROFESSIONAL ORGANIZATIONS

Association of Corporate Counsel, Iowa Division, Board Member & Statewide CLE Planning Committee Co-Chair; 2018 – Present

Emerging Leaders Collaborative, 2017 – Present

Iowa State Bar Association, Young Lawyers Division, 2016 – Present

Polk County Women Attorneys, 2012 – Present

Story County Bar Association & CLE Planning Committee Member, 2017 – 2018

Young Professionals Connection, Board Member & Charitable Chair, 2016 – 2017

CIVIC ORGANIZATIONS

South Suburban YMCA Annual Campaign Chair & Board Member, 2016 – Present

Des Moines Area Religious Council (DMARC) Board Member, 2016 – Present

Young & Hungry Co-Founder and Chair (DMARC YP group), 2016 – Present

After School Arts Program (ASAP) Board Member, 2018 – Present

Capital Striders Member, 2016 – Present

Girls on the Run, Mentor & Coach, 2016 – Present

Iowa Correctional Institution for Women (ICIW) Book Club Member, 2015 – Present

DSM Hummingbird, 2018 – Present

United States Committee for Refugees & Immigrants (USCRI), Green Card Clinic, 2016 – Present

INTERESTS

Running marathons (Boston qualifier 2017 & 2018), volunteering for local non-profit organizations, politics, state capitol tours, national parks, reading classic literature, creative writing, vegetarian cooking, fashion, rowing, hiking, and swimming