**Colleen R. MacRae**

524 E. 6th Street ● Des Moines, IA 50309 ● (515) 201-5084 ● colleen-macrae@hotmail.com

**EXPERIENCE**

**Dickinson, Mackaman, Tyler & Hagen Des Moines, IA**

*Attorney September 2012- present*

* Assist community banks with state and federal regulatory applications, acquisitions and mergers, branch sales and purchases, corporate restructuring, buy-sell and shareholder agreements, mobile and online banking, and public policy
* Represent small business clients in matters of corporate planning, counseling, and negotiation in transactional and real estate matters
* General legal counsel to several local public utilities providing guidance in board governance, environmental, water, land use, negotiating vendor contracts, and working with enforcement agencies at both federal and state levels

**J.A. Smith Law Des Moines, IA**

*Lobbying and Policy Aide**Spring 2011*

* Represented Iowa League of Cities, Iowa Assn. of Municipal Utilities, IA. Health Systems, and Metro Waste Authority; spoke with legislators and agencies in the executive branch; attended subcommittee and committee hearings; tracked the progress of bills and amendments; drafted policy statements and newsletter updates

**Iowa Attorney General’s Office Des Moines, IA**

*Licensing and Administrative Legal Clerk Fall 2011*

* Assisted in the defense of state officials and agencies in state and federal court; attended administrative hearings and disciplinary cases before professional licensing boards; researched and drafted guidance documents

**Dickinson, Mackaman, Tyler & Hagen Des Moines, IA**

*Legal Clerk Summer 2011*

* Conducted legal research; attended court hearings and client strategy sessions; drafted corporate documents; assisted in trial preparation; drafted pleadings and motions filed with the court

**Carney, Appleby, PLC Des Moines, IA**

*Legal Clerk Summer 2010 – Spring 2011*

* Conducted legal research, prepared inner office memos, drafted motions, pleadings, and discovery documents

**Iowa House of Representatives, Chief Clerk’s Office Des Moines, IA**

*Text Processor* *(Nonpartisan Position)* *January – August 2009*

* Prepared bills for introduction to House committees and published study bills and amendments; incorporated amendments adopted by the House or Senate, edited and published House bills, and presented enrolled bills to the Governor

**Women’s Law Project Philadelphia, PA**

*Counselor, Domestic Violence Assistance Program Summer/ Fall 2008*

* Provided legal information to women relating to domestic violence, separation and divorce, support, & child custody; surveyed women to determine the disparity between 14,000 Protection from Abuse petitions filed annually and only 4,000 permanent Protection Orders granted

**Iowa State Legislature** **Des Moines, IA**

*State Legislative Aide for Representative Vicki Lensing 2008 Session*

* Corresponded with constituents, scheduled and organized calendar, recorded committee and sub-committee minutes, sorted, filed and prioritized bills and amendments

**Polk County Attorney’s Office**  **Des Moines, IA**

*Criminal/ Civil Prosecutor’s Office Assistant* *May – August 2006 and 2007*

* Performed clerical duties and interacted daily with judges, clerk of court, and county attorney staff; contributed, developed, and executed a notice to property owners for annual tax sale in order to comply with 2006 Supreme Court decision

**United States Federal Probation Office Cedar Rapids, IA**

*Criminal Justice Internship Spring 2006*

* Assisted in the preparation of Pre-Sentence Reports for Northern District Federal Court Judges

**Education**

**Drake University Law School** **Des Moines, IA**

*Juris Doctor May 2012*

**GPA:** 3.42/ 4.0

**Honors:** High Honors, Fredrick Lewis Academic Scholarship

**Certificates:** Public Service; Legislative

**The University of Iowa**  **Iowa City, IA**

*Bachelor of Arts, Political Science; Minor: Sociology* *December 2006*

**GPA:** 3.7 / 4.0

**Honors:**  Honor’s Program, Dean’s List,

**Involvement:** President’s Charter Committee Board Member, Admissions Ambassador

**Study Abroad:** The University of Aalborg – Denmark (2006)

**VOLUNTEER / COMMUNITY INVOLVEMENT**

East Village Neighborhood Association: *President (present), Treasurer (2013/2014), Board (2011, 2012)*

City of Des Moines Urban Design Review Board: *Vice-chair (present)*, *Board (2013-present)*

Greater Des Moines Leadership Institute: *Class of 2015*

Des Moines Partnership’s Community Connect: *Class of 2013*

Urban Land Institute: Des Moines Chapter: *Associate Member (present)*

Iowa State Bar Association: *Young Lawyer’s Executive Council (2013-present)*

National Alliance on Mental Illness (NAMI): *Governance Advisor (present), Board (2009-2011)*

United Way: *Graduation Walk Volunteer (2011-present)*

Des Moines Art Center’s Art Noir: *Member (present)*

Polk County Democrats, Central Planning Committee: *Member (present)*

Drake Law Women: *Philanthropy Chair (2011-2012)*

Food Bank of Iowa; Dress for Success; Rebuilding Iowa; Drake Literacy Program; andVieux Fort, St. Lucia Children’s Orphanage: *Service Volunteer, 2009-2012*