

Kasey Johnson Steen

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EDUCATION

Drake University Law School Des Moines, Iowa

Juris Doctor

GPA: 3.08

Moot Court: Moot Court Board – *Chairperson* (Fall 2009-Spring 2011)

ABA National Appellate Advocacy Team – *Captain* (Spring 2010)

National Appellate Advocacy Team – *Alternate* (Fall 2010)

First Year Oral Argument Competition – *Top Ten Finalist* (Spring 2009)

C. Edwin Moore Oral Argument Competition – *Semi-Finalist* (Fall 2008)

Mock Trial: National Mock Trial Team – *Captain* (Spring 2011), *Participant* (Spring 2010)

AAJ Mock Trial Team – *Alternate* (Spring 2010)

Honors: National Order of the Barristers

Dean's List (All Semesters)

Drake University College of Business and Public Administration Des Moines, Iowa

Master of Business Administration

GPA: 3.8

Graceland University Lamoni, Iowa

Bachelor of Arts Honors, Communications and English, Minor: Spanish

GPA: 3.99, *summa cum laude*

PROFESSIONAL LICENSE

Iowa State Bar, 2011

EXPERIENCE

Vice President of Operations and General Counsel

Coldwell Banker Mid-America Group, Realtors® West Des Moines, IA

October 2015-Present

- Develop and implement company policies and procedures necessary to maintain compliance with regulatory and governing authorities.
- Research legal issues and draft research memoranda related to real property law.
- Responsible for preparation, organization and review of contracts and forms related to real estate transactions and other corporate matters.
- Advise real estate sales associates on issues related to individual transactions and/or cases leading to litigation; coordinate with Errors and Omissions in all stages of litigation.
- Correspond with Iowa Real Estate Commission, Des Moines Area Association of Realtors, and other governing authorities as a part of investigations or other matters.
- Responsible for strategic planning and development in order to facilitate company growth.
- Lead operations and business development for Escrow Professional Co., affiliated closing company.
- Manage personnel matters and all functions of human resources department.

Attorney/Transactions Specialist

Belin McCormick, P.C. Des Moines, IA

January 2013-October 2015

- Worked primarily in both the corporate and real estate divisions of the firm.
- Managed high level multi-million dollar merger and acquisition transactions including preparation, organization and review of transaction documents, review and classification of due diligence, development, negotiation and review of contracts pertinent to transaction, drafting schedules to purchase agreement and preparing closing documents.

- Maintained over 200 corporate record books for clients and draft documents related to corporate governance, including stock records, board/shareholder/member minutes, entity formation, amendments, mergers, withdrawals and other filings required in multiple jurisdictions.
- Researched legal issues and draft research memoranda in various areas of the law, including real estate and corporate law; assist in preparation of legal research for litigation.
- Conducted lien searches, intellectual property searches and other requisite corporate searches and provide analysis of results; prepare and file Uniform Commercial Code documents.
- Coordinated with senior partners and professional staff to timely address client matters efficiently and effectively.

Attorney/Owner

Kasey Johnson Law, P.L.C. Clive, IA
November 2011-December 2012

- Developed outsourced general counsel model of practice, which provided business law and corporate governance services to small businesses, entrepreneurs, and family businesses across the State of Iowa.
- Represented a diverse client group in general civil litigation practice, including cases related to negligence, employment law, family law and breach of contract.
- Provided contract legal work services to the State of Iowa, which included indigent client representation in cases relating to mental health and substance abuse commitments at Broadlawns Medical Center, child in need of assistance, and criminal defense.
- Responsible for all day-to-day firm management needs, client relationship development, firm accounting, trust account management, and firm marketing, including professional web page design.

Prosecutor Intern

Polk County Attorney's Office Des Moines, IA
May 2010-December 2010

- Argued and prepared jury trials, bench trials, and other motions for felonies, indictable crimes, and simple misdemeanors.
- Worked directly with bureau chiefs of felony trials and major offenses and assisted in case preparation and development.
- Interviewed and deposed victims and other witnesses in preparation for trial.
- Composed legal research, briefs, motions, memorandums, and appeals as assigned by supervising attorney.

Legal Intern

Warner Bros. Studios Burbank, CA
February 2008-April 2008

- Worked directly with Senior Vice President of Business Strategy and Operations at Warner Bros. Animation.
- Edited, completed, and sent out business contracts developed for vendors used by Warner Bros.
- Corresponded and collaborated on projects with executives from Warner Bros. departments including Digital Distribution, Home Video, and Television.

COMMUNITY INVOLVEMENT

- Member of the UnityPoint Health Des Moines Board of Directors.
- Chairperson of the John Stoddard Cancer Center (JSCC) Board in Des Moines, Iowa.
- Member of the Joubert Syndrome and Related Disorders Foundation Fundraising Committee.
- UnityPoint Health Volunteer.
 - Deliver "Cookies, Coffee and Conversation" to patients and families of JSCC.
 - Represent UnityPoint at Des Moines Farmer's Market and other community events.
- ENACTUS (formerly SIFE) Business Advisory Board Member for Graceland University.
- PADI Certified Rescue SCUBA Diver and Certified Water Safety Instructor.