
ERICA KRAVCHENKO

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PROFESSIONAL SUMMARY

Detail-oriented attorney with over 15 years of experience, including nearly 7 years of federal practice experience. Excellent legal research and writing skills developed as a federal judicial law clerk for 3 different federal bankruptcy judges. Expert in case analysis, strategic planning, case management and organization. Excellent at fostering positive and trusting client relationships.

SKILLS

- Expert in federal bankruptcy law
- Insider knowledge of federal court systems
- Highly skilled legal researcher and writer
- Excellent written and oral communication
- Litigation/Commercial Litigation
- Exceptional managerial and leadership skills
- Notary

EXPERIENCE

Associate Attorney, March 2022 to June 2023

Bernstein-Burkley, P.C. – Remote

- Conduct extensive legal research and draft memoranda regarding legal issues affecting our clients.
- Analyze, review, and interpret law, opinions, treatises, and regulations regarding all aspects of the law including bankruptcy, oil and gas, contracts, and construction, and draft motions, briefs, and memoranda of law regarding the same.
- Advise clients and attorneys on the law regarding factually and legally complex matters.
- Oversee and examine large volumes of documents in preparation for trial.
- Correspond and collaborate with clients to devise the best legal strategies for resolving the issues affecting our clients.
- Participate and present on current legal issues in meetings with other attorneys and staff.
- Contribute to the firm's online blog by providing interesting perspectives on legal issues in a manner that is easily understood by the non-legal community.

Career Judicial Law Clerk, August 2020 to February 2022

U.S. Federal Government – Youngstown, Ohio

- Developed and formulated policies, procedures, and guidelines for Chambers' staff and the practicing bar for incoming Judge.
- Supervised junior staff members, including the term judicial law clerk and the courtroom deputy, regarding pertinent Chambers' procedures and relevant bankruptcy law and rules.

- Conducted extensive legal research and prepared legal memoranda providing recommendations on complex bankruptcy matters.
- Drafted judicial opinions and orders rendering decisions on complex bankruptcy matters.
- Interpreted and applied decisions and opinions affecting debtors and creditors in complex bankruptcy proceedings.
- Detected and determined administrative and procedural issues, and formulated solutions to those issues for the Judge's approval.
- Oversaw all aspects of case management, including reviewing and preparing summarization of case matters and organizing and finalizing bankruptcy dockets in advance of scheduled hearings and assigned mediation conferences.
- Supervised and managed heavy caseloads involving complex bankruptcy matters.

Pleading Review Attorney, February 2019 to August 2020
Javitch Block LLC – Cleveland, Ohio

- Oversaw and reviewed all drafted pleadings for accuracy of law, parties, and jurisdiction.
- Supervised garnishments.
- Reviewed and analyzed pleadings for regulatory compliance with relevant consumer laws.
- Recommended changes to establish best practices for the firm.
- Review large volume of documents daily.

Career Judicial Law Clerk, May 2014 to July 2016
U.S. Federal Government – Akron, Ohio

- Developed and formulated policies, procedures, and guidelines for Chambers' staff and the practicing bar for incoming Judge.
- Conducted extensive legal research and prepared legal memoranda providing recommendations on complex bankruptcy matters.
- Drafted judicial opinions and orders rendering decisions on complex bankruptcy matters.
- Interpreted and applied decisions and opinions affecting debtors and creditors in complex bankruptcy proceedings.
- Supervised and managed heavy caseloads for both routine and complex bankruptcy matters.
- Reviewed and interpreted policies, legislation, law, and procedures, and advised the Judge regarding the same as they related to parties in interest in the bankruptcy context.

Associate Attorney, September 2011 to May 2014
Brouse McDowell – Cleveland, Ohio

Judicial Law Clerk, June 2008 to September 2011
U.S. Federal Government – Cleveland, Ohio

EDUCATION

The University of Akron, Juris Doctorate Akron, Ohio
The University of Vermont Bachelor of Science, Mathematics Burlington, Vermont

PROFESSIONAL

AFFILIATIONS

Member of the Bar, State of Ohio, admitted (May 2008)
Member of the Bar, Northern District of Ohio, admitted (January 2013)
Member of the Bar, Southern District of Ohio, admitted (July 2022)
Member of the Bar, Western District of Pennsylvania, admitted (June 2022)
Ohio State Bar Association, Member
Cleveland Metropolitan Bar Association, Member

Allegheny County Bar Association, Member

Phi Delta Phi Member