

Karen A. Duquette

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EDUCATION

The Catholic University of America, Columbus School of Law, Washington, DC

J.D., May 2008

- Certification in International Law, Comparative and International Law Institute, May 2008
- Associate ('06-'07), Note and Comment Editor ('07-'08), *CommLaw Conspectus: Journal of Communications Law and Policy*
- Leadership positions in Phi Alpha Delta Law Fraternity, Inc. and the International Law Student Association

University of North Carolina at Chapel Hill, Chapel Hill, NC

B.A., International Studies and German Studies with Honors, May 2004

EXPERIENCE

Office of U.S. Senator Charles Grassley, Washington, DC

Legislative Correspondent, June 2008 – September 2009

- Policy portfolio: Foreign Affairs, Veterans, Defense, Telecommunications, Auto Bailout, and Social Security
- Drafted constituent correspondence, assisted with federal casework, and met all monthly deadlines
- Led meetings with constituents and attended briefings addressing the Senator's policy initiatives
- Composed official correspondence to agency leadership, including the FCC and VA
- Drafted and submitted committee and floor statements on Senator's behalf

Underwriters Laboratories Inc., Washington, DC

Intern, International Affairs, May 2007 – May 2008

- Tracked and reported on political, economic, and international trade and investment issues
- Represented organization at various government, association, and academia-sponsored meetings

International Anti-Counterfeiting Coalition, Washington, DC

Legislative Assistant, May 2007 – August 2007

- Monitored relevant anti-counterfeiting statutes and regulations on both the domestic and international field
- Assisted in proposing anti-counterfeiting legislation and measures both domestically and internationally

Motor & Equipment Manufacturers Association, Washington, DC

Extern, Government Affairs, January 2007 – May 2007

- Attended and reported on government agency meetings and Congressional hearings concerning trade policy including WTO negotiations, free trade agreements, and relations with India, China, and Europe
- Drafted memos on Intellectual Property issues and legislation regarding the automotive industry

American Red Cross, Presidential Intern Program, Washington, DC

Presidential Intern, Office of General Counsel, May 2006 – August 2006

- Helped facilitate all summer Board meetings and worked directly with the Board of Governors
- Assisted General Counsel with revising the Code of Conduct and Ethics program to enhance the existing program for all Board Members and reported on Sarbanes-Oxley Act recommendations for non-profits

Evangelical Lutheran Church of America, Global Missions Program, Oldenburg, Germany

Volunteer, August 2004 – July 2005

- Served as healthcare provider for children with multiple disabilities and achieved German fluency

Blue Cross and Blue Shield of North Carolina, Durham, North Carolina

Finance Intern, May 2001 – August 2004; July 2005

- Assisted finance director and managers in preparing annual and quarterly statutory filings for the NC, SC, and VA Departments of Insurance as well as the National Association of Insurance Commissioners
- Aided legal/finance divisions in exploring target acquisitions and conversion to a for-profit company

LANGUAGE SKILLS

German – Fluent in reading, writing, and conversation

Spanish – Intermediate knowledge