



# SHEILA M. WILKINSON

ATTORNEY. SOCIAL WORKER. COACH. CONSULTANT. EDUCATOR.

## RAISON D'ÊTRE

- ✓ I create & improve programs, processes and opportunities that advance our community.
- ✓ I build competent, empowered and skilled teams through transparency, honesty and timely constructive feedback.
- ✓ I partner with and empower others to reach their goals through empathetic coaching and attentive accountability.

## LANGUAGES

English: Native Speaker  
French: Intermediate  
Spanish: Intermediate  
Dutch: Beginner

## LICENSES & CERTIFICATIONS

Licensed Attorney (Louisiana)  
Notary Public (Louisiana)  
Licensed Master Social Worker (Louisiana)  
Certified Ethics Trainer (Louisiana Board of Ethics)

## EDUCATION

### LL.M. • 07/2014 • INSTITUTE FOR EUROPEAN STUDIES • BELGIUM

International and European Law – Business Option, *Magna Cum Laude*  
Thesis: *Enabling Cartels: The Role of Confidentiality in the EU/US Competition Partnership*

### JURIS DOCTOR • 05/2009 • LOYOLA UNIVERSITY OF NEW ORLEANS

Civil Law, *International Legal Studies Certificate*  
Study Abroad: Vienna (2007); Budapest & Vienna (2008)  
EU Seminar: Brussels, Luxembourg, Strasbourg, Paris (2008)

### MASTER OF SOCIAL WORK • 05/2005 • TULANE UNIVERSITY

Emphasis: At-risk Youth, Addiction, Aging Issues

### BACHELOR OF ARTS • 12/2001 • UNIVERSITY OF NEW ORLEANS

BA, Sociology; Minor: *Women's Studies*  
Emphasis: Systems, Processes & Behaviors, Surveys

## LEGAL, CONSULTING & COACHING EXPERIENCE

### PRINCIPAL/ATTORNEY/CONSULTANT • SMWPLC • 01/10 - PRESENT

Serve as Special Advisor, Consultant, Coach, Educator/Trainer & Counsel of Record for higher ed institutions, licensed and certified professionals, businesses, law firms, and other organizations / Provide Continuing Education for Social Workers & Licensed Professionals  
Focuses: *US, International & European Union Business Law; Community Education, Mediation & Arbitration; Pro Bono & Special Interest Groups*  
Select Recent Achievements: [LinkedIn \(Sheila M. Wilkinson\)](#)

### PROJECT & LIGATION MANAGER/ATTORNEY • SMW • 01/00 – 01/10

Chief Legal Administrator/COO for multi-million-dollar Solo & Small Law Firms, as well as multiple Joint Venture Partnerships (Louisiana)  
Focuses: *Plaintiff's Class Actions, Toxic Tort, and Multi-District Complex Litigation, Federal Contractor Defense*  
Served as Louisiana General Counsel for Hurricane Katrina Primary Contractor for the US Army Corps of Engineers; Served as Defense Co-Counsel in 9/11 Litigation for that Federal Primary Contractor

## OVERVIEW OF LEGAL PRACTITIONER EXPERIENCE ^^

- ✓ Effectively recruit, lead and coach a diverse and talented team of professionals
- ✓ Consistently provide successful outcomes for Clients, supported in law and equity
- ✓ Advocate and provide strategic guidance to Clients to help them reach their goals
- ✓ Draft, file and litigate procedural, discovery and dispositive pleadings at all levels of Federal and Louisiana State judicial systems, from intake and inception to settlement/trial
- ✓ Prepare all personnel/staff for, and attend/litigate, all trials, hearings, depositions, status conferences and other miscellaneous court appearances
- ✓ Manage, direct and monitor files for entire litigation caseload, delegating when appropriate
- ✓ Point of Contact & Trainer for all technology and software roll-outs
- ✓ Create and improve protocols, procedures and processes
- ✓ Manage all data and systems operations

## OVERVIEW OF LEGAL ADMINISTRATIVE EXPERIENCE

- ✓ Successfully navigated complex advocacy proceedings that yielded more than our fiscal worth combined, creating and managing budgets for all proceedings
- ✓ Provided strategic guidance and planning for entire litigation caseload, and in some cases, thousands of clients (15 to 50 cases at any one time, including class actions)
- ✓ Created protocols, managed all data, computer systems, peripherals and technology of firm
- ✓ Responsible for Personnel Management, from interviews/hiring through resignation/termination
- ✓ Train personnel & Maintain a nurturing team environment, ensuring open-door policy & transparency

## INTERESTING INTERNATIONAL HIGHLIGHTS

### *Israel-Coushatta Friendship Treaty*

- ✓ Coordinated communications with the Consul General of Israel and Coushatta Tribe for the drafting and signing of the November 17, 2008 "Friendship Treaty," which solidified their friendly relationship and ensured a long-term business and investment relationship

### *Chief Liaison and Project Manager, Counter-Terrorism Educational and Training Workshop*

- ✓ Worked closely with the Anti-Terrorism Unit of the U.S. Attorney's Office, Consul General of Israel, International Institute for Counter-Terrorism and Orleans Criminal Sheriff's Office
- ✓ Executed Workshop for 250+ attendees, including press, security, lodging and schedules for the entire panel of International Diplomats and their assistants

^^ For additional information, request "Appendix A" for a list of Select Class Action, Mass Joinder & Complex Litigation Experience

## HIGHER EDUCATION & COMMUNITY DEVELOPMENT EXPERIENCE

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### **MBA AND UNDERGRADUATE BUSINESS FACULTY • UNITED BUSINESS INSTITUTES – BRUSSELS • 09/14 – PRESENT**

- ✓ Facilitate MBA and Undergraduate International and European Law courses on-ground and via Canvas between sessions, providing timely substantive & formative feedback to Students \*
- ✓ Guest Lecturer for other Faculty in International Law & Human Rights, Time Management and Ethics in Brussels, Belgium and Wiltz, Luxembourg
- ✓ Administer Student Success Meetings, meeting with Students before midterms to coach for excellence

- ✓ Serve as Faculty Mentor for Students interested in studying or working abroad in the USA
- ✓ Serve as Board of Study MBA Faculty Representative for Accreditation with Middlesex University London
- ✓ Report on program assessment, academic quality, academic policies, Annual/Quality Monitoring Report and teaching & learning strategies as requested and required

#### **DESIGN FACULTY • LOYOLA UNIVERSITY OF NEW ORLEANS • 08/16 – PRESENT**

- ✓ Facilitate undergraduate “Business of Design” course on-ground and via Blackboard between sessions, providing timely substantive & formative feedback to Students (DSGN M476) \*
- ✓ Serve as Faculty Advisor for Students with questions about contracts with potential & current clients
- ✓ Community Education Lecturer for *Creative Entrepreneurship* Continuing Education Series
- ✓ Approved to create and facilitate the “Creative Entrepreneurs & the Law” Micro-Course (Summer 2019)
- ✓ Successfully completed “Online Faculty Training Course” with Peyton Burgess (Grade Earned: 100%)

#### **ACADEMIC DEAN & PROGRAM CHAIR, LEGAL STUDIES • HERZING UNIVERSITY – NEW ORLEANS • 04/18 – 09/19**

#### **ABA PARALEGAL AND GENERAL EDUCATION FACULTY • HERZING UNIVERSITY – NEW ORLEANS • 01/17 – 04/18**

##### **ACADEMIC DEAN**

- ✓ Ensure effective execution of Student Retention Initiatives and interdepartmental collaboration
- ✓ Meet or exceed and implement Campus and University strategic alignment and retention goals
- ✓ Hold team and campus accountable for excellent programmatic standards and learning outcomes within an actively engaged and positive learning environment founded on a cultural growth mindset
- ✓ Successfully navigate the needs and cultural values of 300+ students who are primarily first generation, low income students, and students with disabilities, by actively providing daily and empathetic support to ensure their various needs are met and continuous improvement of curriculum and instruction
- ✓ Responsible for hiring, support, development, transition and management of 20+ Academics Faculty and Staff, ensuring implementation of Quarterly Goals (setting and accountability), Annual Faculty Performance Plans, weekly and bi-weekly One-on-Ones with all Full-Time Academics staff, Informal and Formal Classroom Observations (providing in-person timely, constructive, positive and solution-focused feedback) and conducting regular All Faculty, Departmental and Advisory Board Meetings
- ✓ Partner with Academic and Title IX Compliance leaders to support execution of the University’s Academic Policies and Procedures and the Campus Geo Effectiveness Plan
- ✓ Recommend and implement initiatives for improvement and growth of programs and campus performance through analysis of Student Surveys, Attendance Data, Student Learning Outcome Data, Student Satisfaction Data, Course Pass Rates, Grade Distribution Data, Retention, and Persistence
- ✓ Create, manage and administer Academics Operations Budget, including but not limited to compensation, instructional costs, instructional support, development, student retention, and campus support
- ✓ Promote membership in, and actively participate in, conferences and meetings, including but not limited to the University’s Academic Council, weekly Triad Calls with System Leaders, System Division Meetings
- ✓ Appointed to the Diversity & Inclusion Committee and HLC Criterion 2 Committee on Ethics and Integrity
- ✓ Submitted and achieved approval of 2018 Annual Report to ABHES (Programmatic Accreditor for Surgical Technology) and 2019 Interim Report to ABA (Programmatic Approving Organization for Legal Studies)
- ✓ Regularly implement low-to-no-cost employee appreciation initiatives (Pick an Egg, Fun Fridays, etc.) to maintain and increase morale and performance of Academics Staff

##### **PROGRAM CHAIR**

- ✓ Provide leadership for ABA-approved Associate and Bachelor Legal Studies Program Options
- ✓ Conduct Semesterly Academic Advising for 30+ Legal Studies Students
- ✓ Chair ABA Paralegal Advisory Board and hold bi-annual meetings
- ✓ Chair Semesterly Paralegal Faculty Meetings and conduct trainings and coaching for all Paralegal Faculty
- ✓ Work closely with Academic Compliance to ensure ABA and University goals are met or exceeded

- ✓ Successfully submitted 2019 ABA Interim Report (subsequently approved)

#### **PARALEGAL AND GENERAL EDUCATION FACULTY**

- ✓ Empower Students, emphasizing improvement of their self-confidence, knowledge and skills
- ✓ Exemplifying the P.R.I.C.E. Model, facilitate undergraduate courses on-ground and on Blackboard between sessions, and provide timely substantive & formative feedback to Students \*
- ✓ Report summaries and guiding feedback about Student course progress via Beacon when necessary
- ✓ Administer Mid-Course Connections, meeting with Students in each course to coach them to success
- ✓ Serve on the Paralegal Advisory Committee; Serve as a support system for former and current Students

#### **UNDERGRADUATE INTERNATIONAL & EUROPEAN LAW FACULTY • VESALIUS COLLEGE – BRUSSELS • 08/16 – 08/18**

- ✓ Facilitate undergraduate Advanced International and European Business Law course on-ground and via PointCarre between sessions, providing timely substantive & formative feedback to Students (Fall 2016) \*
- ✓ Serve on Recruitment Team upon request (i.e. British School of Brussels' *Higher Education Day*)
- ✓ Served on MAC Committee for Accreditation of Bachelor of Law Program with NVAO (Regional Agency)

#### **MBA AND UNDERGRADUATE BUSINESS FACULTY • UNIVERSITY OF PHOENIX – NEW ORLEANS • 04/10 – 04/17** **LEAD FACULTY AREA CHAIR, LAW • UNIVERSITY OF PHOENIX – NEW ORLEANS • 01/11 – 12/13**

##### **LEAD FACULTY AREA CHAIR, LAW**

- ✓ Lead Faculty Area Chair (2011 – 2013): Assessed and coached Faculty while maintaining close working ties with the College Campus Chair, adhering to reporting protocol and supporting local campus goals
- ✓ Served as Faculty Representative during re-accreditation by the Higher Learning Commission (HLC)
- ✓ Created and facilitated Professional Development Workshops to Faculty, Staff and Students \*
- ✓ Co-created "Technology for Collaborative Communication" Series (aka "Multimedia in the Classroom"), which focuses on empowering Students, Faculty and Staff in the efficient and effective use of technology

##### **MBA AND UNDERGRADUATE BUSINESS FACULTY**

- ✓ Facilitated graduate and undergraduate courses on-ground and online via eCampus, providing timely substantive & formative feedback to Students \*
- ✓ Served on Faculty Assessment Committees with focus on Classroom Management & Student Assessment

#### **ASSOCIATE DIRECTOR, STUDENT SUPPORT SERVICES • UNIVERSITY OF NEW ORLEANS • 07/11 – 08/13**

#### **UNIVERSITY SUCCESS FACULTY • UNIVERSITY OF NEW ORLEANS • 07/11 – 08/13**

- ✓ Assisted in administering Federal Department of Education TRiO Grant of \$250,000+/year (250 Students)
- ✓ Reported on Student data via Annual Performance Reports as required by Federal Law & Grant
- ✓ Created and executed Student-centered programming (Tutoring, Advising, Enrichment Activities, etc.)
- ✓ Led all technology roll-outs & training; Created materials, trained Faculty, Staff and Students; Created Online Training Assessments and reported on & evaluated data received
- ✓ Acted as point of contact for all technology, including hardware, social media, iPads and website
- ✓ Advised Program Participants on course registration, degree audits, goals and access to resources

#### **RESEARCH ASSISTANT, PROFESSOR BILL QUIGLEY • LOYOLA UNIVERSITY NEW ORLEANS • 08/07 – 08/08**

- ✓ Conducted legal research and created narratives/outlines for ongoing litigation, lobbying & legislation
  - "Post-Katrina Suggested Policy Reforms in the New Orleans Criminal Justice System"
  - "HANO Developments & Necessary Information Regarding Possible Destruction"
  - "NCIC and Canada: Migration and Border Policies and Law"
  - "NCIC/CodePink: International Human Rights Documents and Organizations"
  - "Certain Crimes Related to Military Installations & Defenses to Charges of Same"

**PROJECT COORDINATOR/SOCIAL WORK INTERN • ANTI-BULLYING PROJECT OF NEW ORLEANS • 07/04 – 05/05**

- ✓ Created surveys and corresponding database to analyze 67 Louisiana School Board Student Codes of Conduct and corresponding Disciplinary Procedures related to bullying in schools
- ✓ Based on data, authored Preliminary Narrative presented during 2005 Louisiana Legislative Session

**PROJECT COORDINATOR/SOCIAL WORK INTERN • HATE CRIMES PROJECT OF NEW ORLEANS • 01/03 – 05/05**

- ✓ Developed Hate Crimes Training Program and trained individuals with Homeland Security, the New Orleans Police Department and local area schools, businesses and organizations
- ✓ Authored and disseminated Public Service Announcements
- ✓ Revamped Hate Crimes Volunteer Training Manuals and Intake Forms
- ✓ Recruited, Trained and Supervised 20+ Volunteers
- ✓ Integrated research, law and data into VOCA Grant renewal, while working closely with Homeland Security's Hate Crimes Division Detectives

**PROJECT COORDINATOR, WOMEN'S CENTER • UNIVERSITY OF NEW ORLEANS • 08/01 – 12/01**

- ✓ Overhauled and implemented new library and information management systems
- ✓ Coordinated and implemented campus-wide, population-specific outreach programs with volunteers and other employees (i.e. Children's Day, Take Back the Night)
- ✓ Worked closely with Leanne Knot Violence against Women Prevention Project, analyzed legislation, conducted intake interviews, and assisted individuals in preparing and executing safe plans

\* For additional information, request "Appendix B" for Additional Courses & Workshops Taught in the US and Europe

## **NOTABLE SPEAKING ENGAGEMENTS**

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- ✓ *Technology for Collaborative Communication* (ongoing) (LSBA, New Orleans Paralegal Association)
- ✓ *Preparing for the Unknown: Law and Social Work Series* (ongoing) (Social Work CEU Seminars)
- ✓ *Same-Sex Marriage in the Louisiana Workplace* (ongoing) (Social Work CEU Seminars)
- ✓ *Annual Law School Professionalism Convocations* (ongoing) (Loyola & Tulane Law Schools)
- ✓ *Effective Time & Organizational Management Workshops* (ongoing)
- ✓ *Reconnecting the Intellectual the Emotional: Using Clarity as a Tool for Wellbeing* (02/2020 – present)
- ✓ *OUT in the Legal Profession: A Panel on the LGBTQ+ Legal Community* (03/2023 | Loyola Law School)
- ✓ *Setting 2023 Goals: A Clarity-Focused, Team-Building Retreat Workshop* (12/2022 | Private Client)
- ✓ *Top 5 Legal Docs for Behavioral Health Entrepreneurs* (09/2022 | Symposium, Private Client)
- ✓ *Keynote on Lawyer Wellbeing* (09/2022 | Louisiana Association for Justice, Women's Caucus)
- ✓ *Back to Basics: Stress Management Workshop* (10/2021 | Executive Committee, Private Client)
- ✓ *Be Culturally Competent! Training on Competency Re LGBTQ Clients & Colleagues* (02/2020 | ABA)
- ✓ *LGBTQ Cultural Competency for Lawyers* (10/2019 | ABA Young Lawyer Division 2019 Annual Meeting)
- ✓ *Transitioning from Blackboard to Canvas* (06/2018)
- ✓ *Lawyering across Borders, European and Chinese Lawyers Summit* (10/2016 | World Youth Lawyers Forum)
- ✓ *MAC Committee Panel for Accreditation with NVAO* (10/2014 | Vesalius College, Brussels)
- ✓ *Ethics and International Marketing* (10/2014 | UBI Brussels & UBI Luxembourg)
- ✓ *International Human Rights and the Internet* (10/2014 | UBI Brussels)
- ✓ *Lawyering in the EU: A Comparative Perspective of Multi-jurisdictional practice in the EU and in the US* (07/2014 | University of Vienna, Austria)
- ✓ *Introduction to European Union Competition Law* (05/2014 | UBI, Brussels)
- ✓ *International Human Rights* (07/2013 | University of Vienna, Austria)
- ✓ *SUIT UP! Global Lawyering in the EU and US* (06/2013 | LSBA) (Grant-based)

## SCHOLARLY WRITINGS & PUBLICATIONS

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### HOST OF THE PODCAST: "WHAT WOULD SHEILA SAY?" (AN ORIGINAL CREATIVESSED® PODCAST)

Ongoing Wilkinson, S.

### A DISCUSSION ON LEGAL AND SOCIAL WORK ETHICS: WEARING TWO HATS

In Progress Wilkinson, S.

### EYE ON PROFESSIONALISM: RECONNECTING THE INTELLECTUAL TO THE EMOTIONAL

12/2022 Wilkinson, S. Louisiana Bar Journal

### COVID'S UNEXPECTED GIFT

05/2021 Milone, K. & Wilkinson, S. American Bar Association, Law Practice Today

### EDITORIAL ADVISORY BOARD: ACCELERATED OPPORTUNITY EDUCATION MODELS AND PRACTICES

07/2016 Cintron, R., Samuel, J., Hinson, J.

### THE 2014 EUROPEAN PARLIAMENT ELECTIONS AND THE TRANSATLANTIC TRADE AND INVESTMENT PARTNERSHIP: ECONOMICS AND POLITICS COLLIDE

05/2015 Hugg, P. & Wilkinson, S. Journal of Transnational Law and Policy

### ENABLING CARTELS: THE ROLE OF CONFIDENTIALITY IN THE EU/US COMPETITION PARTNERSHIP

06/2014 Wilkinson, S. Master's Thesis, Institute for European Studies

### MANAGEMENT OF E-WASTE: IMPLICATIONS FOR THE INTERNATIONAL COMMUNITY WITH ANNEX: UNITED NATIONS MODEL CONVENTION ON THE MANAGEMENT OF E-WASTE

12/2013 Fornesa, C., Sedefov, F., Wieduwilt, S., & Wilkinson, S.

### THE EVOLUTION OF EUROPEAN UNION CITIZENSHIP

05/2009 Wilkinson, S. Spring 2009 Independent Study, Loyola Law School

## COMMUNITY INVOLVEMENT & LEADERSHIP

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American Club of Brussels | Member (2013 – present)

ArtSpot Productions | Board Member (2017 – 2023), Community Supporter (1997 – present)

Louisiana State Bar Association | Licensee, Member (2009 – present)

Committee on the Legal Profession | Appointed, Member (2016 – present)

Committee on Continuing Legal Education | Appointed, Member (2016 – present)

✓ Chair, *Better Lawyering through Technology* | CLE Conference, Scheduled March 29, 2019

Diversity Committee | Appointed, Member (2011 – 2014)

Subcommittee: Pipeline, Chair (2010 – 2013) and Co-Chair (2013 – 2014)

✓ Co-created *SUIT UP! High School Legal Internship & Institute*, a Summer Law School Bootcamp

Subcommittee: Communications (2010 – 2014)

Louisiana State Board of Social Work Examiners | Licensee, Licensed Master Social Worker (2005 – present)

New Orleans Bar Association | Chair, Lawyer Wellness & Stress Management Committee (2020 – 2022)

SOLACE – Community Action Committee | Member (2009 – present)

World Affairs Council of New Orleans | Board Member (2010 – 2016), Secretary (2011-2016), Member

Young Leadership Council | Project: Power Ties! | Project Leader (2010 – 2013), Speaker (2010 – 2015)

Young Professionals for Foreign Policy | Member (2014 – present)