

Ronetta (Linzer) Andrus, J.D. C.V. Mediator

Director of Operations and Business Affairs at CATMEDIA, an Inc. 500 Company

CATMEDIA, an Inc. 500 Company

Southern University Law Center

Greater Atlanta Area

Ronetta holds a Juris Doctorate from Southern University Law Center. Ronetta has been an integral part of the CATMEDIA team since 2013 when she was brought on to assist with CATMEDIA's then newly earned OPM contract. Ronetta's ability to manage government contracts, ensure contract compliance, and develop policies and procedures as it relates to contracts, reporting, and compliance make her an invaluable asset to CATMEDIA's team. Her experience includes contract compliance (both corporate and government), legal research, negotiating, and legal document drafting.

Experience

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Director of Operations and Business Affairs

Company Name CATMEDIA, an Inc. 500 Company

Dates Employed Jul 2016 – Present

Employment Duration 1 yr 4 mos

Location Greater Atlanta Area

As Director of Operation and Business Affairs, Ms. Andrus is responsible for managing the overall operations within CATMEDIA's strategic and policy framework as set by the President and CEO. Reporting to the CEO and serving as a member of the Executive Leadership Team, her primary responsibility is ensuring organizational effectiveness by providing leadership for the organization's operations and contract delivery functions. Working with the management team, she also contributes

to the development and implementation of organizational strategies, policies and practices. As Director of Operations and Business Affairs, her responsibilities includes providing legal and operational support to the sales/business development division, training division, entertainment division, ad agency, and creative services division.



Program Director

Company Name CATMEDIA

Dates Employed Apr 2015 – Present

Employment Duration 2 yrs 7 mos

Location Greater Atlanta Area

Program Director for Instructor Management Services (IMS) for the US Office of Personnel Management's (OPM) -- Centers for Leadership Development (CLD).

Partners with and manages a team of Instructor Managers

Actively employs recruiting strategies to attract and acquire Adjunct Faculty to train, design and delivery leadership courses.

Establishes policies and procedures for the recruitment, retention and review of instructors.

Contract Consultant/Mediator

Company Name Independent Consultant

Dates Employed Aug 2012 – Present

Employment Duration 5 yrs 3 mos

Location atlanta, georgia

Contract Consulting

- Draft, develop, and review contracts for businesses and individuals
- Draft custom lease agreements

Mediation

- Serve as a third party neutral to contract issues

(Note: Mediation results are non-binding, if the parties wish to make the agreement binding, it must be signed by a Judge)

Please contact your lawyer if a contract you are a party to has been breached or if there is an anticipated breach.

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Director of Business Affairs

Company Name CATMEDIA

Dates Employed Nov 2014 – Jun 2016

Employment Duration 1 yr 8 mos

Location Greater Atlanta Area

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Deputy Program Director/Contract Admin

Company Name CATMEDIA, an Inc. 500 Company

Dates Employed Jun 2013 – Nov 2014

Employment Duration 1 yr 6 mos

Location tucker, georgia

Contract Admin

- Overseeing contract performance and usage
- Ensuring contract compliance with FAR
- Drafting, executing and overseeing of independent contractors' contracts
- Ensuring company compliance with other applicable laws relating to small businesses
- Trademark development, including: trademark searches; preparing and filing U.S. trademark applications; responding to office actions; monitoring application process and registration
- Copyright registration

Program Manager

- Drafting, preparing and assisting with request for proposals (RFP), proposal review and contract negotiations
- Forecasting contract usage
- Ensuring proper billing by the PMO, and proper payment to independent contractors
- Preparing reports containing various levels of information, including: use of contract, independent contractors' performance; and business development
- Development of compliance focused program management, including: contract compliance; tracking mechanism for terms and conditions of the contract; and contract forecasting for the PMO
- Reporting to the CEO and Program Director on contract compliance issues and resolutions

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eDiscovery Project Reviewer

Company Name Troutman Sanders LLP

Dates Employed May 2013 – Jun 2013

Employment Duration 2 mos

Responsible for reviewing complex data to determine relevancy.
Participated in first pass review, second level review and opposing party review.

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Compliance Specialist

Company Name Starmount Life Insurance

Dates Employed Nov 2011 – Aug 2012

Employment Duration 10 mos

Developing internal policies and procedures to ensure compliance with state and federal laws

Providing guidance to internal departments regarding compliance issues and implementation of new compliance requirements; Assisting in audits and federal reviews

Balancing the reporting requirements to multiple constituencies and states

Researching various states' laws to ensure company compliance

Assisting in licensing requirements and researching for Policy Administration

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Law Clerk

Company Name State of Louisiana- Office of the Attorney General

Dates Employed Jan 2011 – Apr 2011

Employment Duration 4 mos

Researched and wrote legal memoranda on issues pertaining to property and land

Researched questions presented by state entities/political subdivisions for Attorney General advisory opinions

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Student Attorney

Company Name Southern University Law Clinic

Dates Employed Aug 2009 – Dec 2010

Employment Duration 1 yr 5 mos

Prepared petitions/legal documents, interviewed clients, and other trial preparation
Represented clients in the 19th Judicial District Court and Support Enforcement Court

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Account Manager

Company Name Starmount Life Insurance

Dates Employed Aug 2007 – Feb 2009

Employment Duration 1 yr 7 mos

Managed day to day operations of multiple accounts
Acted as a liaison between sales team and clients/colleagues to meet objectives

Education

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Southern University Law Center

Degree Name Juris Doctor

Field Of Study Law

Dates attended or expected graduation 2007 – 2011

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University of New Orleans

Degree Name Bachelor of Arts

Field Of Study History

Dates attended or expected graduation 2001 – 2003

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University of Louisiana at Lafayette

Field Of Study Political Science and Government

Dates attended or expected graduation 1998 – 2001