

MICHAEL J. O'ROURKE

DMO Law Firm
111 E. Wacker Drive, Suite 2600
Chicago, IL 60601
T: (312) 805-0922
T: (312) 251-9700
F: (312) 251-9701
michaeljorourke@comcast.net

Professional Summary

Professional with skills in Alternative Dispute Resolution, Mediation, Management, Legal Assistance, and Information Technology. Experience includes co-mediating, assisting with several mediations at the Equal Employment Opportunity Commission; mediator in practice mediations for clients of a small dynamic employee benefits law and employment law practice, and assisting attorney with mediations; resolving employment disputes in conjunction with human resources team; management, organization, development of policies and procedures in worldwide offices, and supervision of projects and employees, all with increasing levels of responsibility; legal research, legal writing, assisting attorney with civil litigation, e-discovery, electronic filing, QDRO's, QILDRO's, etc.

Experience

DMO Law Firm, 111 E. Wacker Drive, Suite 2600, Chicago, IL (2009-Present)
Paralegal/Office Manager/Information Technology Officer/EEOC Mediation Experience (see below). Responsibilities include acting as mediator in practice mediations for clients of small dynamic employee benefits law and employment law practice in preparation for mediations and assisting attorney with mediations, legal research, legal writing, assisting attorney with civil litigation, e-discovery, electronic filing, drafting motions, QDRO's, QILDRO's, legal correspondence; assisting the attorney in all cases, electronic court filings, client intake, billing, bookkeeping, network support, developing projects and systems; implementing the use of new technologies, etc.

Equal Employment Opportunity Commission (EEOC), Chicago District Office, Volunteer Co-Mediator and Assistant Mediator to EEOC Mediator. Mediations consisted of employment disputes and discrimination issues under laws enforced by the EEOC.

MFGlobal, Chicago, IL (2008-2009)

- Order Express Analyst. Acted as Support, Back-up and Assistant to Operations Manager of Order Express.
- Serviced order desks by routing orders, monitoring connectivity at all times. Determined cause of any and all failures and quickly corrected the problem by the most efficient means possible to keep order desk operations running smoothly. Correction methods include electronic correction, manual bust, add, add cancels, punch fills, delete orders, etc.

Computer Consultant (2006-2008)
Freelance computer consultant, repairing computers, installing programs, personalizing computers, etc.

UBS Financial Services, Chicago, IL (1988-2006)
(Formerly PaineWebber, Inc.) Chicago Board of Trade (CBOT) Member of CBOT.

- 2002-2006: Assistant Vice President/Floor Manager of both Grain and Financial Floors of the Chicago Board of Trade, with Hiring and Firing Authority. Responsible for over 24,000 employees worldwide. Resolved employment disputes in conjunction with human resources team. Managed and directed the creation of the UBSF 24-Hour Trading Desk at CBOT. Designed and implemented networking technology, managed installation of T1 lines, routers, etc. Managed outside vendors.
- Primary operational contact with New Jersey Home Office employees supporting Home Office employees with worldwide operations.
- Supported operations at Chicago Mercantile Exchange (CME) on consistent basis and acted as liaison between CBOT and CME operations.

PaineWebber, Inc., Chicago, IL (1988-1995)

- Chicago Board of Trade (CBOT): Floor Supervisor of Grain Operations. Opened, developed and managed Commercial Soybean, Soybean Meal, Soybean Oil and Options Desks.
- Chicago Mercantile Exchange (CME): Experience in Agriculture, Currency and Indices Quadrants.
- CBOT and CME: Phone Clerk, responsible for expediting business for high-level financial advisors handling multi-million dollar accounts.

E. F. Hutton, Inc., Chicago, IL (1984-1988)

- Chicago Board of Trade (CBOT): Promoted to Floor Supervisor of Grain Operations. Position included Trade Checker in Financial Room.
- Started as Phone Clerk, expediting business for high-level financial advisor customers of Conti Commodities, Inc.

Conti Commodities, Inc., Chicago, IL (1980-1984)

- Chicago Board of Trade (CBOT): Phone Clerk in Agricultural and Financial Rooms.
- Trade Checker in Agricultural Room.

Education/Memberships/Seminars

DePaul University College of Law, Center for Dispute Resolution, Certificate in Mediation.

Equal Employment Opportunity Commission (EEOC), Chicago District Office: Co-Mediator and Assistant Mediator with EEOC Mediator.

Chicago Bar Association, Associate Member.

Illinois State Bar Association, Associate Member.

American Bar Association, Section on Dispute Resolution, Associate Member.

Chicago Bar Association Seminar, "The Art of Mediation".

Monthly Mediation Seminars of the Circuit Court of Cook County at the Richard J. Daley Center.

American Bar Association, Techshow and Conference.

Robert Morris University, Chicago, Illinois.

- Associates of Applied Science with Major in Computer Network Specialist.
GPA 4.0 out of 4.0. (Transcript available upon request.)

U.S. Career Institute

- Courses in Office Management and Administration.

SkillPath-CompuMaster-HRC Technical Training Seminars

- Certificate of Completion: Advanced PC Troubleshooting Workshop.
- Certificate of Completion: Excelling as Manager or Supervisor.

Certification in Microsoft 2151: Microsoft Windows 2000 Network and Operating System Essentials.

Chicago Mercantile Exchange

Successful Completion:

- Options on Futures Class;
- Currency Trading Class;
- Arbitrage Class on Trading Floor.

Proficiency with eCBOT, Globex, Access, and Swiskey Electronic Trading Platforms.

Proficiency with Microsoft Office (e.g., Excel, PowerPoint, Word, etc.)

Experience with Lotus Notes.