

Karen S. Guerra

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OBJECTIVE

Highly skilled attorney with significant management and data privacy experience seeking full time or long-term contract position. I am adept at creative and strategic thinking and dealing constructively with conflict, able to design, launch, and manage project processes, skilled at providing training and staff mentoring, proficient in analytical problem-solving, and able to work cross-functionally with complex technical and operational topics.

EXPERIENCE

MBO Professional Services, Inc. – Dallas, Texas, 12/20-present

- Contractor providing data privacy expertise and data analytics on projects for Price Waterhouse Coopers
- Long-term engagement for development and enhancement of Risk Atlas tool, a product for data protection and privacy related laws, regulations, and industry frameworks in the U.S. and abroad
 - Member of overall project leadership collaborating with cross-functional teams on the development of the Risk Atlas product including content inclusion, monitoring and management of content, platform development, methods for accelerated product use, and operational change management issues
 - Led enforcement team; Designed “Enforcement module” for cataloging privacy enforcement actions, and collaborated with technical development team for the implementation of the module into the database to complement and coordinate with the statutory/regulatory content in the tool
 - Developed case assessment criteria, frameworks, workflow processes, and standard operating procedures
 - Managed all-attorney team, prepared training materials, provided training, and implemented project management tools to track internal metrics and remediate performance issues
 - Assisted with project capacity planning and prioritization of workload for project
 - Supported client engagement teams with data privacy analysis and management of data protection obligations including supplementation of privacy impact assessment data collection processes and data subject access rights response processes for global Fortune 500 technology clients
 - Provided management with research and analysis of privacy trends for use in marketing materials, including FTC and other U.S. agency actions and proposals, significant civil litigation class action lawsuits, and enforcements of domestic and international data privacy laws such as HIPAA, COPPA, GLBA, FCRA, CCPA/CCPR, and GDPR
- Created data privacy risk register and risk remediations to support client engagement teams to facilitate data privacy/security analysis and management of data protection obligations
- Supported Fortune 100 client with data breach notification requirements, providing assessment and sampling of exfiltrated personal and business data of customers and employees
- Revised internal procedures of large bank to meet regulatory obligations

Level 2 Legal Solutions – Richardson, Texas, 2011-2020

- eDiscovery Project Manager
 - Designed and implemented eDiscovery projects, including search term analysis, platform configuration, metrics for tracking progress, capacity planning, cost estimations, and budget reporting
 - Supported data inventory project for Fortune 500 company, working with client engineers and managers to map data collection, processing, and retention to comply with GDPR and CCPA requirements
 - Managed and trained all attorney teams in multiple projects and worked with inhouse and outside counsel, providing support and specialized document reviews for depositions, pretrial hearings, and trial preparation
 - Conducted numerous eDiscovery audit, investigation, and litigation reviews, including Patent, Fraud, Foreign Corrupt Practices, Antitrust, Banking/Fincen, Contracts, Government Investigations, Mergers, Shareholder Actions, Health, Product Liability, Legal Malpractice, Employment, & Mass Tort litigation

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The Guerra Law Firm – Carrollton, Texas, 2004-2010

- Proprietor of private practice family law firm serving North Texas
 - Established private law practice, including procurement of facilities, equipment, and staff, and managed all aspects of the business
 - Represented clients in contested litigation matters, including jury and non-jury trials, depositions and discovery, pretrial hearing, summary judgment motions, and post-trial judgment collections
 - Litigated complex issues in family cases, including valuation of interests in partnerships and closed corporations, division of retirement accounts, bankruptcy issues, and disputed property ownership, domestic violence, grandparent rights, termination of rights, drug and sexual addiction, and LGBT issues
 - Worked with various financial, medical, and mental health experts for litigation and client advice
 - Advised clients regarding conflict management and financial restructuring issues

Hammerle Finley, PLC – Denton, Texas, 2001-2004

- Associate attorney, representing clients in contested litigation matters, including jury and non-jury trials, discovery, and pretrial hearings
 - Handled complex property and domestic relations issues in family law matters

Texas 5th District Court of Appeals – Dallas, Texas, 1999-2001

- Staff attorney for special docket reduction project
 - Conducted legal research and drafted court opinions for justices

Attorney General of Texas – Corpus Christi, Texas, 1997-1999

- Managing Attorney for Child Support Collection office, collecting more than \$1M in child support annually

Guerra & Guerra Law Office – McAllen, Texas, 1990-1996

- Managing Partner in private practice law firm
 - Advised and represented clients in contested family law litigation matters with complex property and domestic relations issues, including jury and non-jury trials, discovery, pretrial hearings, and appeals

Lawtalk, Inc. – McAllen, Texas, 1993-1996

- Partner in mediation services and training company
 - Co-authored course materials for training seminars on alternative dispute resolution and obtained State Bar CLE accreditation
 - Managed all aspects of seminars at various locations in Texas, including event planning, facility contracting, and marketing
 - Provided mediation training for attorneys and judges, and served as the mediator in multiple family and civil litigation matters

EDUCATION AND PROFESSIONAL CREDENTIALS

Baylor University School of Law – Waco, Texas 1989

- J.D., Cum Laude; Baylor Law Review

University of Texas, Pan American – Edinburg, Texas 1987

- B.B.A. Finance, Magna Cum Laude

State Bar of Texas – Nov 3, 1989

International Association of Privacy Professionals (IAPP)

- Certified Information Privacy Manager (CIPM) – 2022