

## Tom Reid

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### Private Sector Experience

2005 to Present                      **Consultant**                      Minneapolis, MN  
Creative Communications Consultant  
\_ Provide consulting services to litigation teams and corporate legal departments to achieve clear communication of legal concepts, fact scenarios and expert opinions  
\_ Graphic representations of complex concepts for jury research, trials, mediations, hearings  
\_ Extensive and recent (2006) courtroom experience

1996 to 2001                      **Tom Reid, Inc.**                      Minneapolis, MN  
President / Consultant  
\_ Managed all aspects of consulting business  
\_ Managed litigation support for large, complex class action lawsuits  
\_ Managed contract legal assistants, and contract attorneys and clerical staff  
\_ Trained attorneys and staff in use of database and imaging systems  
\_ Installed and managed imaging and database systems  
\_ Designed and implemented tracking databases for corporate legal departments  
\_ Advised on automated litigation support systems for complex litigation

1991 –1996                      **Popham Haik Schnobrich & Kaufman** Minneapolis, MN  
Practice Support Manager, Senior legal assistant  

- Managed database and imaging systems
- Developed Requests for Proposals for imaging and coding projects
- Analyzed and advised on third-party bids for imaging and coding
- Advised on choice of automated systems for complex litigation
- Trained attorneys and staff in use of database and imaging systems
- Designed and produced exhibits for hearings and trials
- Managed complex litigation cases

1989 – 1991                      **Oppenheimer Wolff & Donnelly** Minneapolis, MN  
Legal Assistant  

- Managed complex products liability and international cases

1988                      **New Yorkers for Joe Rose**                      New York, NY  
Campaign Office Manager  

- Managed campaign office and financial records for state senate campaign

1987 – 1988                      **Cravath Swain & Moore**                      New York, NY  
Contract Legal Assistant

1986 – 1987                      **Proposition: Architecture**                      New York, NY  
Associate  
Managed City Planning and Buildings Department files for loft conversions

1983 – 1986                      **Oppenheimer Wolff & Donnelly** Minneapolis, MN  
Legal Assistant

Non-Profit and  
Political Experience

November 2001 to April 2005    **Elliot Park Neighborhood, Inc.**    Minneapolis, MN

Executive Director

- \_ Managed all finances and personnel of non-profit with \$500,000+ annual budget, including monthly reporting to board and annual audit by the State of Minnesota
- \_ Secured, managed and reported on government and private foundation grants
- \_ Key accomplishments: Neighborhood Master Plan; Neighborhood After School Program for at Risk K-6 Youth; Band Box Diner Renovation; Implemented computer network in neighborhood offices as part of computer collaborative with local social service non-profits.

June 1998 – November 2001    **Elliot Park Neighborhood, Inc.**    Minneapolis, MN

Board President, Treasurer, Secretary, and Board member

- \_ Chaired board, executive committee and personnel committee meetings
- \_ Advised executive director on policy, personnel and financial issues
- \_ Participated in NRP mandated State Audits
- \_ As Treasurer, prepared and presented budgets, analyzed and presented monthly financial statements to Board
- \_ Chair of Committee on Economic Development Strategies. Chair of Finance Committee
  - As Secretary, prepared accurate minutes of Board meetings
  - Regular attendee of all Citizen Participation Committees

January 2001 to November 2001    **Lilligren for Everyone**    Minneapolis, MN

Campaign Manager

- \_ Successfully carried first time candidate for Minneapolis City Council to victory in a hotly contested four-way race
- \_ Managed all aspects of city council campaign including fundraising, financial reporting, recruiting and managing volunteers, authoring and designing campaign literature, developing strategies

Education

October 2000                      CUED                                      Minneapolis, MN

- Introduction to Economic Development – Successful completion of the Council for Urban Economic Development's training course

1979 – 1982                      University of Minnesota                      Minneapolis, MN

- Studio Arts Major

1982 – 1983                      Film in the Cities                                      St. Paul, MN

- Filmmaking, Film History

References

Available on request