




MICHELLE M. (BOTEK) TRUMBO

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Arlington, VA 22201

EDUCATION

UNIVERSITY OF WASHINGTON

Seattle, WA

*M.L.I.S., Certificate in Law Librarianship
(Aug 2012)*

Relevant Coursework: Fieldwork at
University of California at Berkeley
Law Library

WASHINGTON & LEE UNIVERSITY SCHOOL OF LAW

Lexington, VA

J.D. (May 2006)

UNIVERSITY OF MARYLAND

College Park, MD

*B.A., English Language & Literature
(Jun 2003)*

SKILLS

E-resource Use and Management

Educational Technologies

Human Resources

Legal Research and Writing Instruction

Personnel Management

Website Creation and Maintenance

Legal Education

Litigation

Contracts

CERTIFICATIONS

Admitted to Maryland Bar (2008)

Admitted to North Carolina Bar (2006; inactive
status)

EXPERIENCE

ASSISTANT DIRECTOR, LRWA PROGRAM

Antonin Scalia School of Law, George Mason University

Arlington, VA

May 2022 – present

- Collaborate with the Director of the First-Year Program and the Director of the Second-Year Program regarding curriculum development, including developing course syllabi, writing problems, and other instructional materials.
- Teach two sections of LRWA I (Predictive Writing) in the fall and two sections of LRWA II (Trial-Level Writing) in the spring.
- Oversee and manage the Writing Fellow Program, including, but not limited to, participating in screening, interviewing, training, and assessing the performance of the Writing Fellows.
- Assist in the hiring, oversight, and management of adjunct instructors within the LRWA Program.
- Oversee the computation and submission of all 1L LRWA grades.
- Advise on the LRWA placement of transfer students.
- Collaborate with the law school reference librarians concerning research instruction.

ADJUNCT PROFESSOR

Antonin Scalia School of Law, George Mason University

Arlington, VA

Sep 2020 – May 2022

- Assist with problem development and the preparation of assignments.
- Taught a section of LRWA I (Fall 2021) and currently teaching in LRWA II (Spring 2022).
- Developed and teach a 3-credit Constitutional Law course for the Flex-LLM program.

LEGAL RESEARCH INSTRUCTOR

George Mason University Law Library

Arlington, VA

Jan 2019 – April 2022 (on an *ad hoc* basis)

- Assist with the preparation of instructional materials for the legal research portion of LRWA I & II.
- Give guest research lectures in the LRWA program as needed.

EXECUTIVE DIRECTOR

Legal Information Preservation Alliance (LIPA)

Jul 2018 – present (part-time)

ADDITIONAL TEACHING EXPERIENCE

Adjunct Professor, Antonin Scalia Law School at George Mason University, Fall 2020 through Spring 2022. (LRWA I and II; Constitutional Law in the Flex-LLM program)

Adjunct Professor, David A. Clarke School of Law at University of the District of Columbia, Fall 2018.

Faculty Member, Summer Institute, Indiana Council on Legal Education Opportunity (ICLEO), 2016.

PUBLICATIONS

Trumbo, M. and Ahlbrand, A. *Indiana Legal Research* (forthcoming Fall 2022).

Ferrante, K. [...], Trumbo, M., [Issue Brief: Judiciary Records](#), Society of American Archivists (January 2021).

Trumbo, M. (May 2015) "[Legacies Captured in Art: The Jerome Hall Law Library at the Maurer School of Law](#)", InULA Notes, Vol. 27, No. 1, p. 14-17.

Botek, M. (November 2014) "[Alumni Services: Strategies for keeping the law library's doors open after graduation](#)", AALL Spectrum, Vol. 19, No. 2, p. 17-18.

Botek, M. (2013). [Review of Music & Copyright in America: Toward the Celestial Jukebox](#). *Law Library Journal* 105(2), 237-239.

Botek, M. [Review of Legal Research in a Nutshell, 10th ed.](#), *Research, Instructional, and Patron Services [RIP-SIS] Blog*, June 2013.

Fait, D., DiLaura, J. and Botek, M. (2009) "[Who is a Parent?](#)", *The Maryland Bar Journal*, Vol. XLII No. 3, p. 4-10. [examining multi-jurisdictional judicial recognition of *de facto* parenthood]

Carr v. Carr, Maryland Court of Special Appeals, No. 00795 & 2804 (September Term, 2008) (unreported) (on brief).

PRESENTATIONS

Accepted presentation. *SCOTUS Refocus: Advocacy for Judicial Papers* at the Archives*Records Conference, in Austin, Texas on August 4, 2019. [Speaker]

Invited presentation. *Transforming the Archive in a Digital World: Reaching New Communities and Creating Value for your Organization* at

- Develop and support programmatic activities related to preserving legal information.
- Advocate and cultivate relationships with other organizations and institutions with similar strategic goals.
- Provide administrative support for the organization, including information-gathering and planning for its Board of Directors and committees.
- Created and maintain organization's website and online services for member libraries.

GENERAL COUNSEL & VP OF HUMAN RESOURCES

Chesapeake Collision Holding Co.

Randallstown, MD

May 2018 – May 2022

- Advise executive team members on new and existing laws as well as legal rights impacting functionality of the business.
- Oversee the legal matters of the business, including acting as its legal representative and maintaining knowledge of the company's legal documents and operations.
- Craft and review legal strategy in response to litigation.
- Facilitate filings of licensing forms and other statutory requirements.
- Write and edit job descriptions, advertise openings, interview, and hire applicants.
- Draft, maintain, and oversee employment records, including employee performance evaluations.
- Create, review, and revise company policies and procedures and communicate them to all employees.

EVENING & WEEKEND REFERENCE LIBRARIAN HEAD OF REFERENCE AND INSTRUCTIONAL SERVICES REFERENCE & OUTREACH SERVICES LIBRARIAN

George Mason University Law Library

Arlington, VA

Sep 2021 – May 2022 (Evening & Weekend Reference Librarian)

Jun 2017 - Jul 2018 (Head of Reference and Instructional Services)

Sep 2016 - Jun 2017 (Reference & Outreach Services Librarian)

- Oversaw reference office operations and services, including supervision of all full-time and part-time reference librarians.
- Provide reference services to faculty, students, staff, alumni, attorneys, and other patrons.
- Prepared guides, handouts, and other materials to assist patrons using library collection and services.
- Provided liaison support to Law School faculty, including training in the use of print and electronic resources, preparation of

Archives*Records Conference, in Austin, Texas on August 4, 2019. [Speaker]

Invited presentation. *Electronic Records Management: An Exploration of Best Practices* at Joint Base San Antonio - Randolph AFB, in San Antonio, Texas, on March 14, 2016. [Speaker]

Accepted presentation. *Taming the Chaos: Productivity and Time Management for Law Librarians* at the AALL Annual Conference, in Philadelphia, Pennsylvania on July 21, 2015. [Coordinator and Speaker]

Accepted presentation. *The Road Less Traveled: Don't be Afraid to Stray from the Trail when Assessing Students' Skills* at the Computer-Assisted Legal Instruction (CALI) Conference for Law School Computing, in Denver, Colorado, on June 20, 2015. [Speaker]

Accepted presentation. *Gov Docs 101: the Judicial Branch (an introduction to finding case opinions, dockets, court records, and briefs)* at Government Information Day 2015 in Indianapolis, Indiana, on May 7, 2015. [Speaker]

Accepted presentation. *Cool Tools Café: Canva®* at the Ohio Regional Association of Law Libraries (ORALL) Fall Meeting, in Columbus, Ohio, on October 16, 2014.

Invited presentation. *Transitioning from Westlaw Classic to Lexis Advance* at Joint Base San Antonio - Randolph AFB, in San Antonio, Texas, on September 26, 2014. [Speaker]

Invited presentation. *Uniform Electronic Legal Materials Act (UELMA) Fundamentals* at the Indiana Networking for Documents and Information of Government Organizations (INDIGO) Fall Meeting, in Indianapolis, Indiana, on November 2, 2012. [Speaker]

POSTERS

Accepted poster session. *Collaborative Digital Archiving* at the Federal Depository Library Conference, in Arlington, Virginia, on October 21 and 22, 2019.

Accepted poster session. *UELMA Update for 2014* at the Indiana University System Librarians' Day, in Indianapolis, Indiana, on June 6, 2014.

Accepted poster session. *The Library Workshop: Where Instruction & Outreach Collide* at the Indiana University System Librarians' Day, in Indianapolis, Indiana, on June 6, 2014.

bibliographies, and facilitation of interlibrary and document delivery.

- Taught legal research as part of the LRWA program and in other bibliographic instruction classes, including substantive law classes; Career, Academic and Alumni Services Office presentations; orientation; and library tours.
- Developed teaching materials and schedule instruction in the two-year LRWA program.
- Maintained the George Mason Law Library's Library and Technology blog, Facebook page, and Twitter feed, and made edits to the Law School and Law Library websites.
- Served on the Collection Development Committee to evaluate, update and implement collection development policies; and identify titles for selection, cancellation, and weeding.

ELECTRONIC SERVICES & REFERENCE LIBRARIAN ADJUNCT LECTURER-IN-LAW

Jerome Hall Law Library at Indiana University, Maurer School of Law
Bloomington, IN
Oct 2012 - Sep 2016

- Provided reference assistance to the law school community, including assisting faculty and students with research and scholarship in person, via email, and through LibChat.
- Assisted patrons in finding and using print materials, electronic resources, and microforms.
- Created bibliographies and reports on subjects of interest to law school faculty and departments.
- Regularly contributed to library-supported services and publications, such as presentations, Blawg in Bloom, and legal research guides using LibGuides.
- Promoted and facilitated the use of online legal materials and electronic databases in the law library.
- Ensured continuity of access for electronic services and evaluated new resources.
- Served on the collection development committee, including trialing databases and providing logistical input about the acquisition of electronic resources.
- Managed and co-taught a three credit Advanced Legal Research survey course for upper division law students each semester, including an online version during the summer.
- Conceived, created, and taught an intensive Introduction to American Legal Research for foreign lawyers enrolled in the LLM and SJD program during the Winter Intersession.
- Taught primary and secondary source research, electronically and in print, for the law school's first-year Legal Research & Writing program.

Accepted poster session. *The Law & <BLANK>: trends and tools in interdisciplinary research* at the AALL Annual Conference, in Seattle, Washington, on July 16, 2013.

Accepted poster session. *Legal Interdisciplinary Research at Academic Law Libraries* at Indiana University Libraries' 2nd Annual In-house Institute, in Bloomington, Indiana on May 6, 2013.

Invited poster session. *Uniform Electronic Legal Materials Act* at Government Information Day, in Indianapolis, Indiana on April 9, 2013.

MEMBERSHIPS & SERVICE

Member, American Association of Law Libraries (2011 – present)

- Continuing Professional Education Committee, AALL 2016 – 2018
- Programs Committee, ALL-SIS section, 2015 – 2017
 - Chair, 2016 – 2017
- Member, RIP-SIS, CS-SIS, and ALL-SIS 2011 – present
- Member, Law Librarians Society of DC (LLSDC), 2016 – present
- Member, Ohio Regional Academic Law Libraries (ORALL), 2013 – 2016
 - Education Committee, ORALL, 2015 – 2016

Member, Indiana Networking for Documents and Information of Government Organization (INDIGO), 2012 – 2016

- Government Information Day 2015 Planning Committee

Member, Bloomington Library Faculty Council, 2012 – 2016

- Grants and Leaves Committee, 2013-14; 2015-16
- Constitutions & Bylaws Committee, 2013-14
- Early Career Librarians Ad Hoc Committee, 2014-15

- Regularly guest lectured on a variety of research topics, including tax, historical resources, using library materials for career development, and the effective use of online databases.

LIBRARY INTERN

University of Washington, Gallagher Law Library
Seattle, WA

Sep 2011 - Jun 2012 (part-time)

- Worked in reference, circulation, and technical services departments.
- Conducted reference interviews and guided patrons to appropriate print and/or online resources.
- Reviewed and responded to faculty and staff reference information requests, including those received remotely through QuestionPoint.
- Collaborated and coordinated with reference department faculty and staff, in-person and through SharePoint.
- Created, updated, and edited online legal resource guides. Contributed to law library blogs, including the Gallagher Law Library blog and Legal Scholarship blog.
- Performed acquisition functions, including reviewing shipments and physical processing of new resources.
- Evaluated and updated OCLC catalog records.
- Originally cataloged LLM student theses.
- Formatted and bookmarked early Washington Territory Session Laws for electronic searching and easy retrieval.

ATTORNEY

Fait, Wise & DiLima, LLP, Rockville, MD

Blake, Ford & Murthy, PLLC, Charlotte, NC

Jan 2007 - Apr 2010

- Represented civil and criminal clients in federal district court and state district, circuit, and superior courts, routinely appearing for motion hearings, settlement conferences, and trials.
- Independently managed all aspects of cases from intake through resolution.
- Researched and drafted pleadings, memoranda, prepared and reviewed contracts, and wrote persuasive briefs on litigation issues.
- Negotiated with opposing parties and counsel to optimize outcomes for clients.
- Met regularly with clients for intake interviews, counseling, and preparation for deposition and trial testimony.
- Practice included case evaluation, research, drafting of pleadings, and trial preparation for criminal and civil litigation.