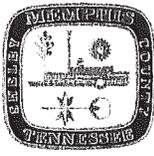


City of Memphis



TENNESSEE

MYRON LOWERY
Mayor Pro Tem

September 29, 2009

The Honorable Shea Flinn
Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514

Dear Chairman Flinn:

Subject to Council approval, it is my recommendation that:

Carnita McKeithen

be appointed to the Civil Service Commission with a term expiring November 30, 2010.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink that reads "Myron Lowery".

Myron Lowery
Mayor Pro Tem

ML:rb

c: Council Members

CARNITA M^CKEITHEN

514 North Second Ave. Apt 102 • Memphis, TN 38105 • 901-230-1523 • csmckeithen@gmail.com

EDUCATION

University of Tennessee College of Law, J.D. May 2006

Honors & Activities:

- Dean's Citation for Excellence in: American International Legal Thought, Interviewing & Counseling, and Mediation Clinic
- Recipient of the College of Law Dean Achievement Award
- Mediation Moot Court (3rd place Regional Competition two consecutive years, member of the 2005 4th place National Mediation Moot Court Team)

University of Tennessee, Chattanooga, B.S. December 2001

ADMISSIONS AND CERTIFICATIONS

- Member of Bar, State of Tennessee
- Supreme Court of Tennessee Rule 31 Certified Mediator

EXPERIENCE

Assistant General Counsel, Tennessee Department of Children's Services September 2008 – Present

- Shelby County Juvenile Justice and Termination of Parental Rights Attorney
- Solely responsible for all delinquent hearings where I represent the Shelby County Region in all delinquent and juvenile justice matters. Advocate for the permanency of children through petition to terminate parental rights of persons who fail to properly supervise or parent minor children
- Litigate all matters related to terminations
- Trial preparation which includes: Oral Argument, Motion and Brief drafting, Depositions, Draft requisite orders, motions, trial briefs and petitions.

Law Clerk, Chambers of the Honorable Bernice Donald, W.D.T.N., Memphis, TN July 2008 – September 2008

- Conduct research and recommend rulings on contract, employment, and criminal cases
- Draft orders on motions to dismiss, summary judgment motions, and motions to suppress
- Manage the judge's calendar and provide administrative support

Solo Practitioner, Memphis, TN September 2007 – September 2008

- Areas of Practice: Bankruptcy, Employment, Family Law, Property Issues, and Transactional Litigation
- Drafted settlements for divorces, custody disputes, employment contracts and landlord tenant matters
- Litigated custody disputes, dependent and neglected cases, divorce, and criminal cases

Associate Attorney, Gardiner & Associates, Knoxville, TN November 2006 – September 2007

- Second Chair, Federal Employment Discrimination Case 7/07
- Mediated Title VII retaliation and discrimination claims
- Established a Family Law practice within the firm, with a case load of fifty or more
- Independently arbitrated, negotiated and litigated bankruptcy, criminal, civil, employment, family cases.
- Performed legal research, analysis, and provided counsel in civil litigation matters

Law Clerk, Eldridge & Gaines, Criminal Defense firm Knoxville, TN April 2005 - April 2006

- Assisted in trial preparation: drafted motions, responses, and facilitated depositions
- Conducted extensive legal research and responded to discovery requests
- Drafted motions and briefs; attended plea negotiations and observed trial

Legal Research Assistant, Daniel & Oberman, Knoxville, TN July 2005 – September 2005

- Supervised, by Founding Partner Steve Oberman
- Assisted with the updating of the treatise *DUI: The Crime and Consequences in Tennessee*
- Researched newly amended statutes, federal and state rules of evidence, and state rules of criminal procedure
- Drafted modifications and amendments to the book

Legal Research Assistant, ABA, Tennessee Death Moratorium Project, Knoxville, TN April 2005 – October 2005

- Researched procedures of Tennessee's death penalty system, including, but not limited to, defense services, prosecutorial discretion, jury instructions, and clemency proceedings
- Assisted in the compilation of data to develop the final report: *ABA: Defending Liberty Pursuing Justice*

**CIVIL SERVICE COMMISSION
7 MEMBER BOARD
OATH OF OFFICE REQUIRED
3 Year Terms**

Members	Address	Term Expires
City		City
Bumpus, Edward A. M/B	<i>1796 Parkway Terrace Memphis, TN 38114 Res: 901-274-2835</i>	NOVEMBER 30, 2010
Horne, John D. *Chairperson <i>(Reappointed)</i>	<i>2363 Massey Road Memphis, TN 38119 Res: 901-683-9807 Bus: 901-685-9222</i>	NOVEMBER 30, 2011
McKeithen, Carnita F/B <i>(Replacing Barbara Holmes)</i>	<i>514 N. Second, Apt. 102 Memphis, TN 38105 Cell:901-230-1523 csmckeithen@gmail.com</i>	NOVEMBER 30, 2010
Poag, Chloe F/W <i>(Reappointed)</i>	<i>4275 Gwynne Rd. Memphis, TN 38117 Res: 685-6518</i>	NOVEMBER 30, 2011
Thomas, Gloria F/B <i>(Reappointed)</i>	<i>1733 Kendale Avenue Memphis, TN 38114 Res: 901.278.0234 Bus: 901.575.7114</i>	NOVEMBER 30, 2011
**Weinman, Bernie Vice Chairperson M/W <i>(Reappointed)</i>	<i>5185 Mary Starnes Dr. Memphis, TN 38117</i>	NOVEMBER 30, 2011

*** Chairperson**

****Vice Chairperson**

9/29/09