

BIANCA HAYLES

Jamaica, New York, 11436 | (917) 935-7398 | BiancaKHayles@gmail.com

EDUCATION

Elisabeth Haub School of Law at Pace University, Westchester, NY

Juris Doctor, Expected May 2027

Honor: 2024 New York Legal Education Opportunity Program Fellow

John Jay College of Criminal Justice, CUNY, New York, NY

Bachelor of Arts in Political Science, May 2020

Concentration: American and Urban Politics and Policy

Honors and Awards: Dean's List (2016 & 2017); Upper Division Scholarship (2019); Dr. Patricia M. Sinatra Memorial Scholarship (2019); Malcolm/King Leadership Scholarship (2020); Howard Mann Humanitarian Award (2020); Legally BLK Scholarship (2021)

PROFESSIONAL EXPERIENCE

Appellate Advocates, New York, NY

May 2023 – May 2024

Re-Entry Associate

- Prepared and mailed initial outreach and resource packets to incarcerated clients
- Formed the inaugural Re-Entry Fellowship in collaboration with John Jay College of Criminal Justice which provides students at public colleges and universities access to careers in the criminal justice field
- Managed a caseload of 12-15 clients, including conducting weekly check-ins and maintaining both client logs and progress reports
- Created employment, mental health, and substance use treatment referrals for clients
- Prepared Domestic Violence Survivors Justice Act Re-Entry Plans in consultation with social workers and attorneys

Stroock & Stroock & Lavan LLP, New York, NY

DEI & Professional Development (PD) Assistant

June 2022 – April 2023

- Collaborated and coordinated with internal resources such as conference services, marketing, and technology to orchestrate professional development and DEI events firm wide
- Supported the PD Coordinator in ensuring attorney compliance with CLE rules by updating internal CLE database and maintaining the firm training and DEI calendars
- Provided administrative support for training programs, internal initiatives, and mid-year, annual, and upstream reviews

Appellate Advocates, New York, NY

Diversity, Equity, Inclusion, and Belonging (DEIB) Coordinator

March 2022 – June 2022

- Partnered with the Senior Counsel for hiring and the DEIB Office to promote DEIB priorities in recruitment and hiring
- Advocated for change to office policies with the goal of fostering a DEIB-conscious workplace culture
- Led monthly committee meetings and ensured voices of staff and clients were incorporated and reflected in initiatives
- Collaborated with the DEIB Officer, DEIB Committee, and other sub-committees by coordinating trainings, organizing anti-oppression conversations, and hosting consciousness-raising events

Appellate Level Paralegal

November 2020 – June 2022

- Conducted research and developed a comprehensive diversity and inclusion office manual
- Managed a parole advocacy project that prepared incarcerated clients for successful parole board interviews in partnership with local New York City law students and other legal advocates at Appellate Advocates
- Compiled, bookmarked, and served various motions, exhibits, and transcripts
- Assisted in the management of twelve Domestic Violence Survivors Justice Act cases
- Drafted client and case transfer letters

Okapi Partners LLC, New York, NY

Investor Relations Analyst

August 2020 – October 2020

- Called mutual and hedge fund shareholders and encouraged them to vote on fund-related proposals after educating them on campaign specifics and their voting rights

Private Practice—Michele Marte-Indzonka, Newburg, NY

Legal Intern

June 2020 – August 2020

- Conducted criminal and immigration focused legal research on LexisNexis
- Worked independently and collaboratively to analyze client intake forms, edited and proofread memos, create and distributed case briefs, and facilitate weekly case review meetings

Office of the New York State Attorney General, New York, NY

Conviction Review Bureau Intern

September 2019 – January 2020

- Created memoranda and reports to aid Head of Conviction Review Bureau in deciding whether to recommend cases to local district attorneys for review
- Created a comprehensive system detailing all significant facts related to cases and the parties involved
- Analyzed complaint letters to the Conviction Review Bureau

Youth Justice Network, New York, NY

Education Advocate

June 2018 – May 2019

- Facilitated curriculum development and social-emotional workshop preparation for a cohort of twelve youth with different learning abilities
- Aided in the advancement of the Youth Council through the creation of its internal administrative structure
- Mentored youth impacted by Juvenile Justice system to achieve academic, professional, and personal goals
- Assisted the Mitigation Specialist team in advocacy efforts in New York Courts and a local Juvenile Center

Proskauer Rose, LLP, New York, NY

Records Intern

August 2017 – May 2018

- Engaged in a record retention and disposal project that assisted the firm in saving over \$1,000,000
- Reviewed transactional case files to ensure content accuracy and organized large amounts of pending documents retained by clients

EXTRACURRICULAR ACTIVITIES

The Hidden Youth (THY) Campaign, New York, NY

Founder

April 2019 – Present

- Establish a social media campaign focused on the unseen population of disabled youth in the Juvenile Justice System by showcasing their unique position in the system with a goal of dismantling the Disability to Prison Pipeline, School to Prison Pipeline, and other relevant destructive institutional structures
- Manage the campaign's Instagram platform with a focus on increasing engagement and spreading awareness
- Create monthly infographics to share developments with matters related to justice involving disabled youth

Urban Male Initiative, New York, NY

Peer Advocate

August 2019 – May 2020

- Assisted three students of color navigate their undergraduate environment by facilitating one-on-one weekly meetings to address individual personal, academic, and professional needs
- Developed professional, academic and intervention-based success plans for students throughout the year
- Directed and participated in numerous culturally sensitive Peer Advocate trainings

Mock Trial Association, New York, NY

Secretary

June 2018 – May 2019

- Drafted memos and proposals used to secure funding for Mock Trial Association activities and events
- Trained 24 mock trial members on crafting opening and closing statements, asking cross and direct examination questions, objection rules, and evidence procedures
- Ensured members were informed of pre-law pipeline opportunities on campus

LEGAL RESEARCH SKILLS: Proficient in Westlaw & LexisNexis

INTERESTS: Contemporary poetry by women of color, drawing, journaling, romantic comedies