

# BIANCA HAYLES

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## 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

June 2022 – April 2023

*DEI & Professional Development (PD) Assistant*

- 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

March 2022 – June 2022

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

- 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

August 2020 – October 2020

*Investor Relations Analyst*

- 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