

PAMELA ANISE MARCUS

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Professional Experience

Skadden, Arps, Slate, Meagher & Flom LLP (Washington D.C.) 1992-Present

Manager, International Trade Group

Manage personnel to successfully litigate trade cases and appeals before the U.S. International Trade Commission, U.S. Department of Commerce and U.S. federal courts. Responsible for planning, scheduling, operations management, client billing and business administration.

- Establish policy and procedures to protect confidential materials and ensure compliance with Administrative Protective Orders; prepare manuals and deliver training
- Design and implement case management plans; determine project staffing and logistics; monitor and improve work-flow within the practice group
- Hire, train and supervise legal assistants and records staff to support ongoing litigation
- Develop practice area procedures to achieve best practices
- Determine needs and select appropriate docketing system; regularly review and recommend updates to same
- Identify relevant deadlines for reviews, investigations and appeals; review incoming litigation documents and maintain litigation schedule, monitor same for compliance with regulations and to ensure that work assignments are completed on time
- Supervise production and delivery of case filings and briefs; identify and resolve problems, remove constraints and resolve priority conflicts
- Prepare performance appraisals and evaluations
- Conduct research for business development; direct marketing efforts and coordinate conferences and presentations
- Prepare client bills; create and monitor budgets; prepare status reports
- Plan, organize and control large document productions; determine job scope, set schedule, select and supervise outside vendors, forecast and schedule appropriate manpower, continually monitor progress and resolve problems
- Prepare client presentations regarding litigation status; plan events such as mock hearings and firm functions

McDonnell Douglas, Inc. (Long Beach, CA) 1985 to 1992

Manager Facilities Planning

Directed group of engineers to develop and maintain the Facilities Master Plan, which is a subset of the overall company strategic business plan. The plan continually integrates and forecasts facility related needs (new structures, buildings, capital equipment, major construction and relocations) of various aircraft programs within the plant. The plant contains over 25,000 people within 135 buildings.

- Achieved \$3 million savings in lease expense through implementation of three year plan to consolidate existing facilities
- Managed the development and implementation of automated management information system ("MIS") which enabled the accounting office to accurately charge users for space occupied
- Developed and delivered new MIS training to 150 engineers
- Continually interfaced with corporate executives and provided analysis for strategic decisions; developed and delivered numerous presentations containing highly sensitive information
- Coordinated 22 major relocations affecting over 7,000 people; interfaced with engineers, contractors, and customers to ensure successful project completion
- Instituted Total Quality Management within the group after completing extensive corporate training program

Manager Facilities Scheduling

Directed group of engineers and analysts who developed, implemented and maintained a scheduling system to coordinate the activities of 200 engineers and 120 craftsmen working on 1300+ projects. Created generic and customized CPM networks to execute multi-discipline projects in the most cost effective manner. Established performance indicators and published status reports.

- Decreased average project time by 30% through project work flow analysis and implementation of recommendations
- Developed and delivered scheduling classes to 160 engineers; conducted hands-on workshops to reinforce formal training

Manager Work Management

Directed efforts of Manufacturing Methods Engineers to develop, install and maintain work management program to increase productivity in non-manufacturing areas. The work management program included work measurement, labor standards, performance reporting systems, analysis of work process and procedures, work simplification, quantification of operating problems and recommendations, documentation, training and audits.

- Developed and installed 417 work management systems resulting in annual savings of \$17.2 million

- Published over 450 weekly/monthly performance reports and graphs to various management levels. Reports contained utilization and efficiency rates, overtime and absenteeism statistics, work input volume and backlog levels, and staffing variance analysis
- Developed material and trained over 430 managers in use of work management systems

Bell & Company (Severna Park, Maryland) 1983 to 1985

Management Consultant

Worked with Fortune 500 clients to increase productivity, efficiency and profitability through the development and installation of customized work control programs. Programs typically included: comprehensive analysis of work flows, organizational structure and work content, development of labor standards, identification and quantification of operating problems, recommendations, design and installation of performance reporting system, creation and publication of procedure manuals, supervisory training and post project audits.

Successfully completed six projects with the following results:

<u>Client</u>	<u>Location</u>	<u>Annual Savings</u>
Hughes Helicopters	Culver City, CA	\$1.5 million
McDonnell Douglas	St. Louis, MO	\$1.2 million
West Ohio Gas Co.	Lima, OH	\$.9 million
Smith Corona	Ithaca, NY	\$.8 million
Consolidated Gas Co.	Milwaukee, WI	\$.8 million

Additional responsibilities included recruiting and assisting sales by performing pre-project analysis for potential clients.

Anthony Industries, Inc. (Rockville, Maryland) 1979 to 1983

Regional Manager

Promoted from Area Manager, responsible for one retail/service center, to Regional Manager, responsible for three centers with combined sales of \$1.2 million (staff of 37, including 3 managers).

- Initiated and implemented service incentive program to increase sales by 17%
- Developed and delivered first regional training class to 30 service technicians
- Reduced operating costs by 20% as a result of improved work scheduling methods

Education

Masters of Business Administration, Pepperdine University, 1988
graduated *summa cum laude*

Bachelor of Science, Business Administration, University of Maryland, 1979