

# William A. Powers

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## EXPERIENCE

**University of Houston Law Center**, Houston, Texas June 2010 - present  
*Director of Internship and Externship Programs; Adjunct Professor* May 2017 – present

- Develop and implement course syllabus for students working in externships for course credit
- Promote externship program to students and potential field placements, develop and review course assignments and time sheets, and draft and update handbooks and other program documentation
- Maintain course compliance with university and accreditation standards

*Senior Career Specialist* June 2010 – May 2017

- Serve as career advisor with active counseling load of approximately 175 students and graduates
- Plan, promote, and implement career programs, including presentations, job fairs, and internships
- Draft, edit, and compile entries in weekly digest to keep students and faculty informed about upcoming events and opportunities
- Write promotional copy for emails and webpages to market programs to students and potential employers
- Review and markup student resumes, cover letters, and other application materials

**William A. Powers**, Houston, Texas December 2009 - January 2012  
*Freelance Writer*

- Researched and authored prompts for two moot court national championships, covering issues including the Clean Water Act, witness tampering, copyright infringement, and trademark dilution
- Redrafted, edited, and formatted handbook for students considering judicial clerkships

**O'Connor's (formerly Jones McClure Publishing)**, Houston, Texas September 2005 - November 2009  
*Managing Editor*

- Managed annual publication of two legal practice books, including setting deadlines, working with authors on chapter updates, and assigning and reviewing editorial and writing projects
- Researched, drafted, and edited material for publication, and authored two new subchapters for company's second-best-selling practice guide
- Drafted and reviewed new entries for in-house citation manual as member of citation manual committee

**University of Houston Law Center**, Houston, Texas June 2004 - September 2005  
*Research Assistant, Legal Research and Writing Department*

- Researched, updated, and edited material for preparation of legal research and writing curriculum

**Texas First Court of Appeals**, Houston, Texas Summer 2003  
*Judicial Intern*

- Researched and drafted pre-submission memoranda, performed cite analysis, and assisted staff attorneys in research

**Halcyon Press, Ltd.**, Houston, Texas February 2001 - August 2002  
*Editorial Assistant*

- Proofread and edited manuscripts, drafted business letters, and managed contacts list

## EDUCATION

**University of Houston Law Center**, Houston, Texas May 2005  
*Juris Doctor, cum laude*

**Houston Baptist University**, Houston, Texas May 2001  
*Bachelor of Arts, English and History, summa cum laude*