

RUCHI JAIN

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Experienced lawyer and people leader with a background in collaborative, cross-functional roles and a proven ability to improve organizational strategy and process. Former White House Commissioned Officer with extensive legal and management experience counseling senior White House and federal agency officials. Experienced law firm litigator and award-winning program leader.

EXPERIENCE

KIRKLAND & ELLIS LLP

Pro Bono Counsel

2017-present

- Direct and manage the pro bono program in the D.C. office of the world's most profitable law firm
- Responsible for guiding and promoting meaningful pro bono engagement for 200+ attorneys
- Mentor attorneys of all levels on case selection, legal strategy, and client communication
- Collaborate closely with legal service providers and public interest organizations on partnership opportunities and case strategy
- Ensure a broad range of represented issues and initiatives across the program
- Originated role in the D.C. office and have developed innovative opportunities, increased oversight of ongoing matters, and expanded firm leadership in the community
- Received the D.C. Bar Pro Bono Law Firm of the Year award for the first time in 2019
- Received additional awards from Kids in Need of Defense and Catholic Charities

THE WHITE HOUSE

Special Assistant to the President, Office of Presidential Personnel

2016-2017

- Served as a Commissioned Officer to President Obama
- Advised senior White House staff, Cabinet officials, and agency leadership on politically sensitive personnel matters, nominations, and internal agency issues
- Supervised 20 staff and oversaw selection, recruitment, and management of 1,200 political appointees at eight federal agencies
 - Assessed legal, policy and political implications of personnel decisions and made recommendations to senior White House staff, Cabinet officials, and agency leadership, in consultation with Director of Presidential Personnel, WH Counsel, WH Legislative Affairs, and WH Communications
 - Portfolio included the Departments of Agriculture, Education, Energy, Health and Human Services, Housing and Urban Development, Interior, and Transportation and the Environmental Protection Agency; related White House offices, presidential boards and commissions, and independent regulatory agencies; and all politically-appointed inspector general positions
- Asked by White House Counsel's Office to hold a temporary dual position and lead a team in an intensive effort to evaluate a potential Supreme Court nominee
 - Investigated and interviewed the candidate and wrote a memo to the President
- Selected for the President's Leadership Workshop, an advanced management program for senior staff

UNITED STATES DEPARTMENT OF JUSTICE

Senior Counsel, Office of the Assistant Attorney General, Office of Justice Programs

2015-2016

- Originated role to manage Congressional oversight requests regarding OJP's high-profile criminal justice grant programs
- Directed successful initiative to clear longstanding backlog of oversight requests, working closely with the Assistant Attorney General and policy, communications, and legislative affairs teams
- Established an internal review process and improved department controls for written responses to Congress
- Conducted an independent internal investigation into whistleblower allegations for the Office of Special Counsel and wrote a detailed report identifying significant management and oversight concerns

THE WHITE HOUSE

Deputy Associate Counsel, Office of Presidential Personnel

2013-2015

- Researched, investigated, and interviewed 150+ prospective nominees for Senate-confirmed presidential appointments, including Cabinet and sub-Cabinet members; ambassadors; senior executive branch positions; and civilian presidential awards
- Responsible for identifying concerns in nominees' personal or professional background that could prompt ethics issues or public scrutiny. Worked directly with Cabinet officials and other high profile leaders
- Provided comprehensive legal, ethics, and political risk analysis on 150 candidates to senior White House staff (including the White House Chief of Staff, Deputy Chief of Staff, White House Counsel, and other senior government officials) in written memoranda and in weekly briefings

- Excelled at quickly becoming an expert in a range of subjects to identify a prospective nominee's most important and potentially controversial issues
- Involved in nearly all aspects of publicly announcing nominees, including preparing rapid responses to press inquiries and discussing internal strategy
- Advised nominees on responses to possible confirmation hearing questions, questions for the record, and committee questionnaires

DICKSTEIN SHAPIRO LLP

Associate, Litigation and Dispute Resolution

2006-2011

- Researched and drafted substantive and procedural motions, including motions for summary judgment, motions to compel, and motions regarding sanctions, and attended related hearings
- Prepared for and assisted with depositions of plaintiffs and expert witnesses
- Drafted and responded to discovery requests, including answers to interrogatories and requests for production
- Deposed defendant, coordinated expert witnesses, and drafted pleadings for a pro bono complex mortgage fraud case and obtained a favorable settlement for the homeowners
- Interviewed, recruited, and mentored junior and summer associates
- Practice areas included false claims investigation and defense, government contracts, and mass claims resolution

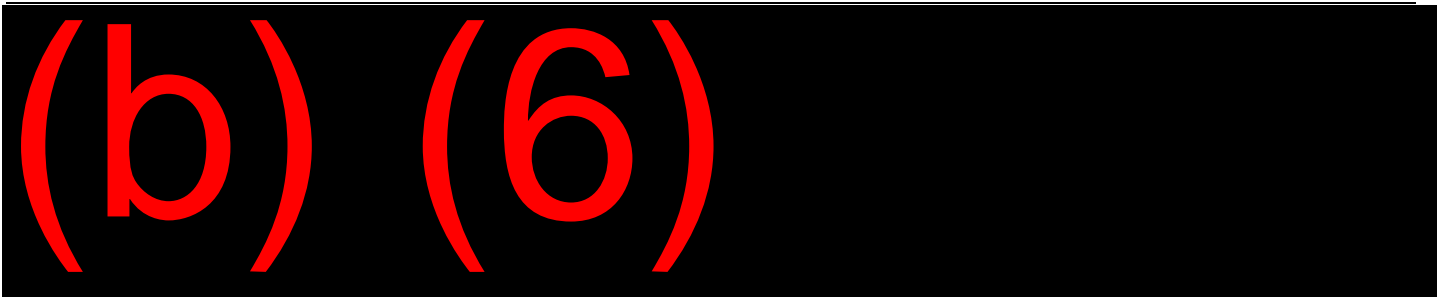
3D/INTERNATIONAL, INC.

Technical Writer

2002-2003

- Wrote and produced company publications and business proposals for architecture and construction management firm

COMMUNITY LEADERSHIP



EDUCATION

GEORGETOWN UNIVERSITY LAW CENTER, J.D.

The Georgetown Journal on Poverty Law & Policy, Writing Program Director

RICE UNIVERSITY, B.A., English and Sociology