

# GYPSY M. MOORE

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## PROFESSIONAL SUMMARY

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Professional and detail-oriented attorney practicing law for over six years with in-house, public policy, law firm, and advocacy experience. Demonstrated proficiency in wide-ranging legal areas, including education policy, litigation, regulatory and enforcement matters, internal compliance, and contracts. Record of advising high-profile clients in fast-paced environments, managing large teams, and working cross-organizationally to accomplish institutional objectives. Demonstrated ability to communicate complex legal concepts to diverse stakeholders in clear and concise language. Fast-learner able to manage concurrent responsibilities while meeting expectations and deadlines. Excellent communicator with commitment to collegiality, inclusivity, integrity, and high ethical standards.

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## PROFESSIONAL EXPERIENCE

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**Center for American Progress, Washington, DC**

**LEGAL COUNSEL**

June 2019 – Present

- With the General Counsel and Deputy General Counsel, manage legal and compliance matters for the Center for American Progress, a 501(c)(3) nonprofit research and educational think tank, and its affiliate, the Center for American Progress Action Fund, a 501(c)(4) organization.
- Advise American Progress' president, executive leadership, and policy staff on wide-ranging compliance and operations issues, including nonprofit tax law, federal and state lobbying rules, Federal Election Commission regulations, ethics, corporate governance, intellectual property and media law, data privacy, contracts, and employment law.
- Collaborate with executive leadership and the finance department to design and implement American Progress' annual budget and organization-wide risk assessments.
- Manage, train, and mentor three legal assistants who work in a support capacity for the in-house legal departments' lawyers.
- Design and implement internal policies and legal guidance, including revising American Progress' employee handbook, collaborating with human resources to develop new antidiscrimination trainings, and introducing an approval process for research instruments and human subject research.
- Draft, negotiate, review, and interpret contracts between American Progress and third parties.
- Advise policy staff on planning and structuring new projects, brands, and issue advocacy campaigns using appropriate funding streams and approve published products before release.
- Advise government affairs staff on programmatic events with public officials as well as other advocacy campaigns and outreach activities.
- Serve as point for the human resources department and chief operations officer for various employment law issues and internal investigations.
- Collaborate with communications leadership to develop strategic responses to media inquiries and other external relations matters.

**National Education Association, Office of the General Counsel, Washington, DC**

**CIVIL RIGHTS LAW FELLOW**

August 2018 – June 2019

- Developed legal initiatives related to students' civil rights, including litigation and public policy strategies.
- Analyzed legal, legislative, and regulatory developments of interest to the General Counsel, union leadership, and members.

- Drafted letters on behalf of the president's office opposing the confirmation of federal judicial nominees who refused to affirm that *Brown v. Board of Education* was rightly decided, and developed a related public advocacy strategy.
- Drafted model legislation for the protection of educator speech related to progressive social movements.
- Drafted regulatory comment letters in response to proposed regulatory rulemakings by the U.S. Department of Homeland Security and the U.S. Department of Education.
- Developed comprehensive legal guidance on school-based sexual harassment and cowrote educator-facing legal guidance on federal and state law protections applicable to women in the workplace published in hard copy and online at [www.nea.org](http://www.nea.org).
- Authored and filed amicus briefs in the Third and Ninth Circuits in support of trans-inclusive school district policies.
- Coordinated advocacy and press with external partners as well as communications, policy, and government relations staff.
- Presented to educators at the national 2019 NEA Pre-Summit Higher Education Conference on legal developments in higher education, including affirmative action litigation, borrower's defense litigation, Title IX enforcement, and the Supreme Court's most recent jurisprudence on collective bargaining agreements.

**Cleary Gottlieb Steen & Hamilton LLP, Washington, DC**  
**ASSOCIATE**

October 2014 – January 2018

- Represented clients in federal court proceedings and civil and criminal investigations by the U.S. Department of Justice and other federal and state regulators.
- Drafted whitepapers, pleadings, motions, and subpoena responses.
- Conducted internal investigations for large international clients in response to regulatory inquiries.
- Developed and managed multi-million-dollar client budgets.
- Coauthored amicus brief to the Fourth Circuit in appeal opposing indefinite solitary confinement.
- Represented clients in merger reviews by the Federal Trade Commission, the U.S. Department of Justice, and foreign authorities, including pre-merger notification filings under the Hart-Scott-Rodino Act, analysis of transaction documents, negotiation of consent decrees, and development of post-merger compliance.
- Represented global bank in \$1.1 billion litigation involving Federal Deposit Insurance Corporation risk rules.
- Supervised large teams conducting document review of over a million documents using e-discovery techniques and analytics.
- Represented leading global financial institution in the successful resolution of an investigation by the Securities Exchange Commission into trading of mortgage-backed securities.
- Successfully represented pro bono clients, including: client sentenced to life in prison as a juvenile in proceedings before the U.S. District Court for the District of Columbia; Syrian client in petition for refugee status and resettlement before the office of the United Nations High Commissioner for Refugees; and trafficking victim in application for asylum.

**Cleary Gottlieb Steen & Hamilton LLP, Washington, DC**  
**SUMMER ASSOCIATE**

May 2013 – July 2013

- Conducted legal research and analyses across broad issue areas.
- Drafted internal memos for partners and associates.
- Created intricate theoretical case study for an American Bar Association Merger Practice Workshop attended by government regulators, partners, and associates from high-profile antitrust law firms, which received media coverage in the *Global Competition Review*.

**Hon. Eduardo C. Robreno, U.S. District Court for the E.D. of Pennsylvania, Philadelphia, PA**

**JUDICIAL INTERN**

May 2012 – July 2012

- Researched and analyzed legal issues, including products liability, civil rights law, trademark infringement, and maritime law.
- Drafted judicial opinions and bench memoranda to advise the Judge on civil and criminal cases.
- Provided administrative support to the Judge and law clerks who oversaw the largest multi-district litigation related to asbestos products liability.

**The White Ribbon Alliance for Safe Motherhood, London, UK**

**CAMPAIGNS ASSISTANT**

November 2010 – July 2011

- Designed and implemented campaign strategies and public events to advance maternal health policies.
- Led the international launch of the Dreams for My Daughter campaign.
- Authored press releases and ghostwrote event speeches for the director and other executives.
- Coordinated outreach to parliament and cabinet members.

**Quinn Emanuel Urquhart & Sullivan LLP, New York, NY**

**PARALEGAL**

November 2007 – February 2010

- Performed legal research, and assisted with deposition, arbitration, and trial preparation.
- Filed briefs and pleadings in state and federal court.
- Translated legal documents from Spanish to English.

## EDUCATION

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**Juris Doctor**, Cornell University Law School, Ithaca, NY

May 2014

Lawyering Program Honors Fellow; Teaching Assistant, Death Penalty in America; Articles Editor, Cornell International Law Journal

**Bachelor of Arts**, Political Science, Yale University, New Haven, CT

May 2007

Research Assistant, Yale Resource Office on Disabilities; Yale Equestrian Team

## BAR ADMISSIONS

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New York | District of Columbia