

About Meena Strömquist

Highlights

- Licensed California attorney Admitted to Californian Bar Association 1997.
- Several years experience in client representations in securities litigation, reorganizations and spin-offs.
- Special competency in corporate contract reviews and analyses for due diligence and spin-offs.
- Unique working application of English and Swedish language skills for proofreading and translation of academic, business and legal documents.

EXPERIENCES

Stromqvist Legal & Language Services (SLLS) Sweden Mar 2010-Present

- A sole proprietor of SLLS providing English language and legal services.
- Flexible and adaptable writing style allows me to proofread many different types of documents ranging from: academic, business, legal and medical using either UK English or US.
- Detail oriented editor and proofreader of theses, research articles, presentations, web-content, tourist booklet, business plans, board minutes, and legal documents maintaining editorial consistency.
- A multi-tasker who is able to handle multiple assignments in parallel under tight deadlines.
- Client focused approach to all assignments that continuously results in highest level of client satisfaction and repeat business.
- Provide English language instruction focusing on grammar and usage, presentation techniques for academia and business.
- Clients include Karolinska Institute, Uppsala Akademiska Hospital,

Uppsala University, Lund University, Borås School of Engineering and Stockholm University.

**Paralegal, Kilpatrick Stockton, KB, Stockholm, Sweden
April 2008-Jan 2009**

- Provided assistance in the representation of clients in a legal action filed in a California court. Collaborated with local California counsel to reach a settlement. Educated colleagues and client regarding possible litigation strategies and litigation practice and procedure in California.
- Reviewed and edited documents, agreements, memorandums, emails written in English to ensure accuracy and professionalism. Developed new template legal documents.
- Translated various documents, agreements, board minutes and letters from Swedish to English.
- Researched and wrote memos pertaining to legal issues, settlement agreement and agreement terms.

**Parental Leave and Relocation to Sweden from California
May 2002-Mar 2008**

**Associate, Reed Elliot Creech & Roth, San Jose, California
Sep 2001-May 2002**

- Litigated contract, property and construction defect cases.
- Represented clients in court hearings and made multiple appearances before a Special Master, appointed by the Court to receive hearings.
- Performed research and prepared legal memoranda on litigation issues, attended and took depositions, performed witness and client interviews.
- Drafted documents including summary judgment motions, motions to compel production of documents, answers and complaints, among others.
- Drafted Non-Disclosure Agreements and documents relating to Incorporation in California.
- Engaged in daily interactions with clients, opposing counsel, and court personnel.

Contract Attorney, American Tower Corporation, Pt. Richmond, California

Mar 2001-June 2001

- Analyzed licensing and lease agreements for Telecommunications Company. Performed internal audit.
- Determined royalties owed to Company by customers' licensing space on wireless communications towers.

In-house Contract Attorney, Wilson, Sonsini Goodrich & Rosati, Palo Alto, California

Sep 1997-Mar 2001

- Performed contract analyses for HP and 3Com to determine whether contracts could be assigned and determined new contractual terms for Agilent and Palm spin-offs.
- Maintained an active litigation caseload relating to securities fraud, Intellectual Property, and employment in biotechnology, computer, navigation systems, and laser eye industries.
- Provided legal research and analysis on corporate securities litigation, intellectual property and technology transactions.
- Performed due diligence procedures for companies undergoing reorganizations, mergers and acquisitions.
- Participated in Alternative Dispute Resolution (arbitrations, mediations, settlement conferences).
- Recorded depositions, drafted pleadings, memos and documents in preparation for trial.

EDUCATION

Admitted to Practice:

State of California (Bar ID: 192685)
Attorney at Law Sep 1997

Santa Clara University School of Law, Santa Clara, California Juris
Doctorate 1994-1997

San Jose State University, San Jose, California Bachelor of Arts 1987-
1992

Santa Clara High School, Santa Clara, California High School 1984-1986

Ellerslie School and Eothen School United Kingdom High School 1979-1984

LANGUAGES

English (Fluent), Swedish (Moderate), Hindi (Fluent), Gujrati (Conversational).

PUBLICATIONS

The Role of the Federal Government in Assisted Reproductive Technologies (Santa Clara Computer and High Technology Law Journal, May 1997, Volume 13).

OTHER TRANSLATION AND EDITING EXPERIENCE

Comment Editor- 1995-1997

Computer and High Technology Law Journal

Landstinget i Uppsala län

translation of website content relating to multi-agency collaboration

Kilpatrick Stockton

Translations from Swedish to English for legal agreements and documents and Proofreading and Editing of legal documents related to Sale and Purchase Agreements, Collaboration Agreements, Real Estate Transactions, Board Minutes, Due Diligence Documents, Litigation Documents, and Shareholder

Professors, PhD, and Masters Students

Proofreading and Editing of theses relating to biotechnology, economics, social work, humanities, science, IP, computer technology and medicine
Proofreading and Editing of Company Bylaws for family friend

COMPUTERS

Law Databases: Lexis Nexis, Westlaw MS Office Suite, Adobe Acrobat/Photoshop, Macintosh Document Management Databases: iManage, Interwoven Time Entry Databases: CD Tracker

INTERESTS

Family, Photography, Boating