

**JOSE MONTOYA**  
**3234 E Whitebirch Dr.**  
**West Covina CA, 91791**  
**323.423.6926**

EDUCATION

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**Whittier Law School**, Costa Mesa, CA May 2014

*Juris Doctor*

Honors: Honor Roll & Dean's List, (Two Consecutive Years)  
2014 Outstanding Graduate in Environmental Law, *Recipient*  
CALI Awards (Highest Grade): Constitutional Law I & International Refugee Law

Activities: Association of Environmental Professionals  
State Bar of California Certified Law Clerk

**University of California, Riverside**, Riverside, CA May 2010

*Bachelor of Arts, Sociology*

Honors: Dean's List

EXPERIENCE

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**Lozano Smith**, Los Angeles, CA March 2018 – Present

*Associate*

- Provide legal advice to administrators on personnel matters such as discipline, layoffs, discrimination complaints, disability accommodations, and leave.
- Draft memoranda regarding student and employee issues such as first amendment rights, and employee and student records.
- Conduct independent and impartial workplace investigations of allegations of harassment, discrimination, retaliation and other alleged workplace misconduct.
- Advise public and private clients on an array of state and federal environmental laws, with a specific focus on the California Environmental Quality Act and the National Environmental Policy Act.
- Draft construction agreements for public agencies with contractors, design professionals, and construction managers.

**Alvarez-Glasman & Colvin**, Industry, CA

*Associate*

May 2015 – February 2018

*Law Clerk*

Oct. 2013 – May 2015

- Advise city councils, boards and commissions, city managers, and departments on a myriad of legal and quasi-legal issues under the municipal code, city policies, and state and federal laws.
- Draft and prepare legal documents including city ordinances and resolutions, memoranda to city councils and staff, Public Record Act responses, contracts, and opinion letters.
- Counsel clients regarding interpretation of the California Environmental Quality Act ("CEQA") as it relates to public works projects.
- Assist senior counsel on CEQA litigation cases brought against public agency clients.
- Conduct extensive research on the Public Records Act, Brown Act & Government Tort Claims Act.
- Manage and implement the following aspects of litigation: initial client interviews, pleadings, discovery, settlement negotiations, arbitration, mediation, and court appearances.

**L.A. City Attorney's Office, Central Trials**, Los Angeles, CA June 2013 – Dec. 2013

*Certified Law Clerk*

- Researched, drafted, submitted and opposed motions to suppress before the court.
- Assisted with pre-trial and all aspect of trial case preparation for misdemeanor cases.
- Reviewed arrest reports, obtained witness statements, issued discovery requests and subpoenas for trial.

**Kazerouni Law Group APC.**, Santa Ana, CA Jan. 13 – May 2013

*Law Clerk*

- Conducted legal research to be used in unfair debt collection cases and class actions filed under the Fair Debt Collection Practices Act & Rosenthal Fair Debt Collection Practices Act.
- Formatted, drafted, and responded to discovery and drafted complaints and meet and confer letters.