Ottilie Harrowmere-Quist

Legal Researcher

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SUMMARY

Legal researcher with 6 years at a litigation firm and a legal publisher, delivering about 25 research memos a month to 14 attorneys. Built a 50-state survey on non-compete statutes used in 9 client matters and cut average memo turnaround from 4 days to 2. Precise writer with deep Westlaw, Lexis+ and legislative history skills.

EXPERIENCE

Legal Researcher — Harrowgate Whitlock LLP

Pierre, SD · Jan 2022 – Present

- Deliver about 25 research memos a month to 14 litigation attorneys on procedure, contract and employment questions.
- Built and maintain a 50-state survey of non-compete and trade secret statutes, cited in briefs for 9 client matters.
- Cut average memo turnaround from 4 days to 2 by adding a short-answer format and a shared library of 200 prior memos.
- Cite-checked 60 briefs and motions a year with KeyCite, catching 3 citations to authority that had been reversed.
- Compiled legislative histories for 7 state statutes, including committee reports and floor debates from archives.

Research Editor — Coldspring Legal Publishing

Sioux Falls, SD · Aug 2019 – Dec 2021

- Wrote and updated 120 case summaries a quarter for a practitioner employment law service.
- Tracked new regulations in 12 states and updated 40 practice notes within 10 days of each change.
- Reviewed 300 headnotes a month for accuracy against the full opinion before publication.

SKILLS

Research Platforms: Westlaw Precision, Lexis+, Bloomberg Law, HeinOnline, PACER

Research Types: Case law, 50-state surveys, legislative history, regulatory research, cite-checking

Writing: Research memos, case summaries, Bluebook citation, annotated bibliographies

Tools: iManage, Excel, Zotero, Microsoft Word track changes

CERTIFICATIONS

Westlaw Certified Research Professional, 2022

EDUCATION

J.D., University of South Dakota School of Law, 2019

B.A. History, Augustana University, 2016

Fictional example by FindAJobAI: the person, employers and numbers are invented.