

Samantha L. Munroe, Attorney at Law, LL.M.

Livermore, CA

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LinkedIn Profile: www.linkedin.com/in/samanthamunroe/

Legal Practice (8 years exp.)

Project Management (7 years exp.)

Construction Law (4 years exp.)

Contract Negotiation (8 years exp.)

International Business Law (3 years exp.)

Commercial Arbitration (4 years exp.)

Clearance:

DOE Q, 2020-Present

Citizenships:

Canada (birth), United States (naturalization)

Languages:

**English (native speaker), French (working knowledge),
Dutch (elementary proficiency)**

WORK HISTORY

Contract Analyst, Lawrence Livermore National Security, Livermore, CA

10/2018-Present

- Managed the Request for Proposal (RFP) and source selection process for a five-year, \$15M supplemental labor agreement. Contract awarded August 2020. Responsible for ongoing negotiations, modifications, and contract management.
- Evaluating, negotiating, awarding, and managing procurements, including architect-engineer (A&E) and design-build construction projects.
- Building strategies for resolving complex problems by communicating proactively with high-level Laboratory personnel.

Subcontract Specialist, Los Alamos National Security, Los Alamos, NM

03/2017-10/2018

- Recruited from the Office of the Laboratory Counsel to assist the Procurement division.
- Drafted, developed, negotiated, and managed complex procurements, particularly research and development (R&D) agreements.
- Advised both Laboratory divisions and our contracting partners about regulatory requirements.
- Provided guidance to Procurement employees on how to pursue resolution of typical contract clause problems with Laboratory Counsel, based on my prior recommendations.

Staff Attorney, Los Alamos National Security, Los Alamos, NM

06/2014-03/2017

- Reviewed, negotiated, modified, and approved government subcontracts for execution, ensuring their compliance with relevant portions of the FAR, the DEAR, and LANS' Prime Contract with DOE/NNSA.
- Prepared, submitted, and argued arbitration matters under the supervision of the Litigation Group manager/first chair.
- Reviewed of Freedom of Information Act (FOIA) requests from DOE. My effective communication and timely resolution of legal issues resulted in 100% on-time responses from LANL's FOIA office to DOE/NNSA in FY 2016.
- Member of the Laboratory's Cost Allowability Working Group (CAWG), counseling Laboratory divisions on whether or not proposed uses of taxpayer funds were permissible under DOE guidelines.

Policy Specialist, Los Alamos National Security, Los Alamos, NM

07/2013-06/2014

- Recruited for legal expertise. Managed comprehensive rewrites of institutional documents critical to operations at multiple Technical Areas and Laboratory locations.
- Ensured that Institutional policies and procedures complied with relevant portions of the Prime Contract between the U.S. Department of Energy/National Nuclear Security Administration (DOE/NNSA) and LLNS, the FAR/DEAR, and state statutes.

Legal Editor, Eurojust, The Hague, The Netherlands

12/2010-07/2011

- Acted as a subject matter expert (SME) on U.S. Constitutional and criminal law.
- Co-edited book on EU data protection law and policy.

Legal Intern, Conway & Partners, Rotterdam, The Netherlands

09/2010-12/2010

- Researched, wrote and developed case briefs for a mandatory NAI (Nederlands Arbitrage Instituut) hearing in a patent infringement case.
- Advised clients on formation of transnational corporations, prepared documentation, and filed articles of incorporation.

Stagiaire (Intern), International Chamber of Commerce, Paris, France

06/2010-08/2010

- Researched issues relevant to arbitration cases seeking damages in excess of \$20M USD.
- Advised senior Counsel on the merits, likely outcome, and potential resolution of each dispute. Dismissed requests for arbitration that did not comply with ICC requirements.

EDUCATION

Intellectual Property Facilitative Mediation Training, California Lawyers for the Arts

Advanced LL.M., European & International Business Law, Leiden University

Willem C. Vis International Commercial Arbitration Moot, Leiden University / University of Vienna

Juris Doctor, International Legal Studies, Pacific McGeorge School of Law

Certificate, Global Arbitration Law & Practice, Queen Mary University of London

Bachelor of Arts, Comparative Literature, University of California at Berkeley

ADDITIONAL EXPERIENCE

➤ **Associations**

Member, Canadian Association of Black Lawyers (CABL)

2022-Present

Member, ArbitralWomen

2008-Present

➤ **Volunteering**

Ombuds Chair, Operations & Business Directorate, Lawrence Livermore
National Laboratory, Livermore, CA

2021-Present

- Leader of the Ombuds group within the O&B Directorate, managing expanded team merging Ombuds from other Lab divisions following a staff reorganization.
- Interviewing new Ombuds candidates to determine fit and to expand the Ombuds roster following several high-profile retirements.
- Tasked with providing on-demand, confidential counseling and advisory services to members of the Laboratory's Operations & Business (O&B) Directorate.

Diversity, Equity & Inclusion Council, Lawrence Livermore
National Laboratory, Livermore, CA

2020-Present

- Joined the Diversity, Equity & Inclusion Council for the Operations & Business Directorate.
- Established quarterly meetings with the DEI Chair so that Ombuds & DEI can share best practices and keep each other's groups informed re: events and training opportunities.

ABA Section of International Law, Washington, DC

2005-2012

- Joined the Section as a law student.
- Became part of a research team working under Edna Sussman to research proposed amendments to the Federal Arbitration Act. Wrote section of the draft article discussing the foundational concept of *competence-competence*.

➤ **Awards**

Dean's List, Pacific McGeorge School of Law

2008

Alumni Scholarship, Pacific McGeorge School of Law

2008

➤ **Publications**

Attack on Arbitral Immunity: Landmark Ventures Swings and Misses, "In Touch," Association for
International Arbitration, Brussels, Belgium

2015