



Carmen Dam

SENIOR PARALEGAL & AFS CENTER FOR RACIAL EQUITY COORDINATOR

Carmen is a detail-oriented paralegal who specializes in case management and identifies solutions for maximum efficiency.



Industries

[Health Care](#)

Practices

[The Center for Racial Equity](#)
[Complex Litigation](#)
[Corporate & Securities](#)
[Pro Bono](#)

Education

University of California, Santa Barbara, BA, 2008
California State University, Los Angeles, ABA
Approved Post-Baccalaureate Paralegal Corporate
Certificate, 2011
California State University, Los Angeles, ABA
Approved Post-Baccalaureate Paralegal Litigation
Certificate, 2011

Offices

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Current Work

Carmen is a well-versed Senior Paralegal since joining ArentFox Schiff as a Project Assistant. She provides legal support to multiple practice groups and works closely with our attorneys, clients, expert witnesses, investigators, and regulators.

For the Health Care Group, Carmen has worked on numerous peer review and administrative hearing matters, from assisting on Medical Staff behavioral and/or clinical investigations to providing support at in-person and virtual hearing proceedings. She also has experience with government investigations and subpoenas. Carmen is responsible for securely transmitting PHI in client documents and work product.

With Corporate and Regulatory matters, Carmen has experience with forming and dissolving business entities, licensing, and filings. She is resourceful in locating and meeting municipal and/or state requirements for license applications and renewals. Carmen has served as the point person in managing documents and security permissions in data rooms for closing and post-closing work in mergers, acquisitions, and affiliations.

On Complex Litigation cases, she has assisted with discovery requests, deposition preparation, and document reviews. Attorneys have relied on Carmen to conduct factual and legal research, and for support at witness interviews and mediations.

In addition to her paralegal responsibilities, Carmen is the Coordinator for the firm's Center for Racial Equity. The Center is dedicated to advancing racial justice by using legal, policy, and advocacy tools to help create a more fair and equitable society. It was created to acknowledge past inaction and take concrete steps toward addressing systemic inequalities. Her role includes supporting the Center's committee members, onboarding of projects with partnering organizations, and assisting to fulfill the needs of each project or event.

** Carmen is not a member of the legal practice.*

Previous Work

Prior to joining ArentFox Schiff, Carmen interned at a law office while completing her paralegal studies. She assisted with research and prepared draft documents for civil litigation and corporate matters.

Following college graduation, Carmen navigated Korean culture and customs while living abroad for one year. She taught elementary school children at several local schools and adults in the local community. From interfacing with her students and Korean co-teachers, she demonstrated project management skills in crafting lesson plans best suitable for each class.

Life Beyond the Law

Carmen loves to travel and discover must-eat dishes. She enjoys experimenting new recipes, especially with simple ingredients or 30-minute meals. She also plays a great game of Catan or 7 Wonders.

Recognitions

- AFS Albert E. Arent Pro Bono Service Award: 2022 recipient
- AFS Fox Excellence Service Award: 2016 inaugural recipient
- AFS Errant Fox Award: 2011 and 2012 recipient

Certifications

- California Notary Public