



Mayor of Providence

Jorge O. Elorza

December 21, 2018

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 603 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day re-appointing Jeffrey Dana of 494 Lloyd Avenue, Providence, Rhode Island 02906, to the position of City Solicitor, and respectfully submits the same for your approval.

Sincerely,

A handwritten signature in black ink, appearing to be "Jorge O. Elorza", written over a white background.

Jorge O. Elorza
Mayor

IN CITY COUNCIL
FEB 07 2019

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
A handwritten signature in black ink, appearing to be "Jose I. Rojas", written over a white background.
CLERK

Jeffrey Dana

494 Lloyd Avenue
Providence, Rhode Island 02906

Legal Experience City of Providence, Providence, RI

City Solicitor, March 2015 - Present

- Manage the City of Providence's law department which includes twenty attorneys, two paralegals and four administrative assistants.
- Serve as chief legal advisor for the City and all departments, boards, commissions, bureaus and officers thereof in all matters relating to their official powers and duties.

The Family Law Center of Rhode Island, Providence and Newport, RI

Of Counsel, October 2009 – February 2015

- Filed consumer bankruptcy cases and affirmative consumer rights litigation; the majority of clients are at risk of losing their homes in foreclosure proceedings and many have been victims of predatory lending practices and/or mortgage servicing abuses
- Provided legal representation on eviction matters for a property management company and two Community Development Corporations
- Consulted with in-house counsel for a national property management company in developing a protocol for compliance with lead hazard mitigation laws
- Consulted with Rhode Island Housing, a quasi-state agency, in preparing the state's application for the federal government's "Hardest Hit Fund" that was awarded to Rhode Island

United States Bankruptcy Court, District of Rhode Island, Providence, RI

Domestic Violence Unit, Rhode Island Legal Services, Providence, RI

Contract Attorney, June 1999 – August 1999

- Represented victims of domestic violence seeking restraining orders in Family Court

Argentinean Law Firms, Buenos Aires, Argentina

Legal Consultant, February 1997 – February 1999

- Drafted memoranda for U.S.-based corporate clients and assisted with translation of legal documents

Education **Tulane Law School**, New Orleans, LA

Juris Doctor, Certificate of European Practice, May 1996

Honors: Certificate of Training in Arbitration, Moot Court Trial Advocacy Semifinalist

Scholarships: Tulane Academic

Tulane University, New Orleans, LA

Bachelor of Arts, International Relations, May 1993

Honors: Dean's List, Honors Program, Phi Eta Sigma Honor Society

Scholarships: Tulane Academic, Judge Breaux Scholarship, Nathan Resnick Memorial Scholar

University of Essex, Colchester, England

Tulane Junior Year Abroad Program, Fall 1991 – Summer 1992

Studies in Government, Economics and History

Professional Admissions

Rhode Island Bar: Admitted to Practice in 1996

Federal Bar: Admitted to Practice in 2002

Skills

Languages: Spanish fluency

Computer: BestCase, Westlaw, LexisNexis, Microsoft Office