

JESSICA M. MARSCHINKE

LEGAL ANALYST

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Jessica's experience in both legal and technology matters allows her to investigate and analyze complex legal and information management issues and collaborate with clients and firm counsel to help develop practical solutions. As a Legal Analyst with Daley & Fey LLP, she works with clients in the United States and the European Union on electronic discovery, records and information management, and information security issues, including cross-border discovery and data transfers for U.S.-based litigation.

Jessica assists in the development of policies and procedures that allow companies to react to anticipated or actual litigation or investigation events quickly and efficiently, and to reduce risk and cost through the application of repeatable and defensible processes. She provides case-specific support, including collaborating with firm, in-house, and outside counsel to draft initial discovery disclosures, respond to discovery requests, and prepare corporate records management and Information Technology representatives for 30(b)(6) depositions. Jessica also helps clients evaluate and develop technology solutions to address information management and discovery challenges.

Jessica brings strong project-management skills to her client engagements and has collaborated with project stakeholders to define scope, milestones, deliverables, and methods for measuring and reporting project status. Prior to joining Daley & Fey LLP, Jessica was a paralegal with Redgrave Daley Ragan & Wagner LLP.

Representative Work

- Collaborated with firm counsel to conduct litigation readiness and records management gap analyses and offer recommended enhancements for a Fortune 20 health care company and a Fortune 300 financial services company
- Assisted firm counsel in the development of data collection protocols, procedures, related documentation, and a global data map profiling key systems containing electronically stored information for a Fortune Global 200 pharmaceutical company



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- Assisted firm counsel in providing requirements for the deployment of legal hold software and an e-mail management solution for a Fortune 20 health care company and a Fortune Global 200 pharmaceutical company
- Collaborated with firm counsel to develop global records and information management and governance policies for a Fortune 20 health care company and a Fortune Global 200 electronics company
- Assisted in the development of an enterprise-wide records management training program and compliance monitoring process for a Fortune Global 200 electronics company
- Collaborated with corporate legal and security personnel and firm counsel to identify legal and information security issues associated with the deployment of instant messaging and social networking technologies for a Fortune Global 200 pharmaceutical company
- Worked with firm counsel to analyze and provide recommended enhancements to Information Technology policies, employee off-boarding procedures, and practices for the handling of records and information in the context of mergers, acquisitions, and divestitures for a Fortune 20 health care company

Industry Experience

- Pharmaceutical
- Chemicals
- Insurance
- Technology
- Health Care
- Financial Services
- Electronics

Education and Certifications

Post-Baccalaureate Paralegal Certificate, Minnesota Paralegal Institute, ABA-approved
B.A., English and Political Science, University of Wisconsin-Madison

Professional Associations

- Associate Member, Minnesota Paralegal Association
- 2008 Board of Directors, Minnesota Paralegal Association
- Member, National Federation of Paralegal Associations
- Member, Women in eDiscovery