

Amber J. Potts, Esq.

BAR MEMBERSHIP

Admitted to Ohio State Bar, November 2009, Registration #0085047

EXPERIENCE

U.S. Dept. of Labor, Employee Benefits Security Administration, Cincinnati, OH
Investigator, June 2010 – Present

- Independently plan, organize, conduct, and manage civil and criminal investigations of employee benefit plans
- Identify and collect relevant documentation, materials, and evidence
- Conduct in-depth interviews of complainants, witnesses, and investigatory targets
- Examine records, analyze information and issues, and evaluate conflicting information to determine facts and derive conclusions
- Research, interpret, and apply federal statutes regulating employment in the private sector, including ERISA, HIPAA, ACA, COBRA, MHPAEA, WHCRA, and CHIPRA
- Analyze, validate, and reconcile retirement and health plan data for federal compliance and elements of fraud and embezzlement
- Persuade and assist plan fiduciaries to voluntarily correct violations
- Provide effective consultation and recommendations to stakeholders regarding best practices, policies, laws, and compliance
- Prepare detailed referrals for litigation and prosecution documenting interviews, findings, and recommendations
- Provide litigation support

U.S. Dept. of Labor, Employee Benefits Security Administration, Cincinnati, OH
Equal Employment Opportunity Counselor (Collateral Duty), October 2016 – Present

- Advise DOL employees of EEO complaint process, resolution options, and procedural requirements
- Interview complainants, witnesses, and responding management officials
- Seek informal resolution of disputes
- Prepare summary reports and notice of right to file formal complaint

City of Cincinnati Law Department, Cincinnati, OH
Urban Law Fellow for Labor and Employment Section, February 2010 – April 2010

- Drafted legal opinions answering City Council Members' Requests for Legal Services
- Assisted in interviews of witnesses
- Interpreted and applied state and federal labor and employment statutes to draft legal documents

The Law Offices of Donald R. Caster & Seibel Law Office, Cincinnati, OH
Law Clerk, July 2008 – December 2008

- Drafted complaints for submission to the Court regarding employment law and civil rights
 - Drafted requests for production of documents, interrogatories, and requests for admissions
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Cincinnati, OH 45214

Cincinnati Public Schools, Cincinnati, OH
Legal Intern, May 2007 – January 2008

- Prepared responses to unfair labor practice charges
- Conducted legal research and created analysis, summaries, and a legal notebook for staff
- Researched, reviewed, and drafted contracts and Board policies

EDUCATION

University of Cincinnati College of Law, Cincinnati, OH
Juris Doctorate, May 2009

Honors & Activities: College of Law Honors Scholarship • Dean's List • Freedom Center Journal: Education, Outreach, Production Editor (2008-2009) • Black Law Students Association: Treasurer (2007-2008), Historian (2008-2009)

University of South Carolina, Columbia, SC
Bachelor of Science in Mathematics (Minor: African American Studies), May 2006

Honors & Activities: Cum Laude • Honors College • Dean's List • Cooper's Scholarship • Strom Thurmond Wellness and Fitness Center Facility Building Supervisor

VOLUNTEER EXPERIENCE

City West Townhomes Owners' Association President & Trustee (2017 - Present) • West End Community Council Executive Board Member (2018 - Present) • FCC Community Benefits Agreement - Community Coalition Representative (2018 - Present) • Hoxworth Blood & Platelet Donor (2002 - Present) • Big Brothers Big Sisters Mentor (2012 - 2013) • National Underground Railroad Freedom Center Volunteer (2010 - 2011)
