

Matthew Masek, Esq.

(469) 358-9487

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BAR ASSOCIATION

Member in Good Standing of the State Bar of Texas

SBN# 24089910

LEGAL EXPERIENCE

Best, Watson & Gilbert, PC

Garland, TX

November 2018 – Present

Litigation Attorney

Handle and manage litigation files from inception to jury verdict trial; Prepare motions and memorandums of law; Prepare pleadings, discovery, demands and response, motions to strike; Take and defend plaintiff/defendant depositions; Attend mediation; Evaluate case valuation and obtain settlements; Client management; Medical Provider Settlement Negotiations; and Lien Resolution

Ben Abbott & Associates, PLLC

Garland, TX

November 2017 – November 2018

Litigation Attorney

Handle and manage litigation files from inception to jury verdict trial; Prepare motions and memorandums of law; Prepare pleadings, discovery, demands and response, motions to strike; Take and defend plaintiff/defendant depositions; Attend mediation; Evaluate case valuation and obtain settlements; Client management

Fears Nachawati Law Firm

Dallas, TX

June 2017 – November 2017

Compliance Attorney

Review for complete and accurate intake information; Statute of limitation monitoring and reporting; Contacting every new litigation client to ensure a successful on-boarding process; Correct and accurate case entry into management software (Needles); Manage data entry department; Draft new contracts for mass tort dockets; Provide attorney assistance in the client acquisition process; Outside counsel communication; Client contract reviewing and drafting; Maintaining comprehensive knowledge of industry ethics and legal compliance standards; Draft joint venture agreements between firm and venture partners

Intake Attorney

February 2017 – November 2017

Sign up potential new clients; Ensure that intake staff correctly identifies potential client issues; obtain and accurately record necessary information in the client database; Provide accurate and helpful legal information, technical assistance, Identify matters that fall within the priorities of firm's programs; Handle client calls when needed; Assist in maintaining accurate, confidential records; Ensure that intake office duties and special projects are timely completed; Manage and run reports for PNC analytics; Manage and foster firm relationship with medical providers

Mass Torts Law Clerk

May 2016 – February 2017

Collect, review, analyze and organize litigation documents; prepare pleadings and discovery; Assist in multi-district litigation; Monitor on-going case activity and pending deadlines; Regularly communicate with attorney and clients regarding their case and explain complex legal issues to clients; Reviewing medical records; Reviewing client information and files; Reading and drafting legal documents; Prepare motions and responses/replies to motions; Answer discovery requests from defendants; Mass Tort Research

TAMU School of Law– Prof. James Hambleton

Ft. Worth, TX

August – December 2014

Legal Research and Writing Teaching Assistant

Evaluated research exercises, consulted with students during weekly office hours, helped to prepare research and writing assignments used in the first-year curriculum, and attended practice and final oral arguments.

191st District Civil Court – Hon. Gena Slaughter

Dallas, TX

July – August 2014

Judicial Intern

Conducted legal research and prepared legal memoranda; Observed numerous courtroom proceedings; Gained significant exposure to various areas of civil law (e.g., personal injury, professional malpractice, insurance; contract, corporate litigation, real estate and consumer debt)

Texas A&M University School of Law Juris Doctorate	Fort Worth, TX	December 2016
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TBA, DBA, Aggie Bar Association, TTLA, DTLA, AAJ
Westlaw Next and LexisNexis Advanced Certified

U.S. Air Force Reserves	San Antonio, TX	2004 – 2019
<i>Aeromedical Evacuation Technician a.k.a. Combat Flight Medic</i>		
Iraq and Afghanistan War Veteran		
Air Medal, Aerial Achievement Medal, Military Service Outstanding Volunteer Service Medals Recipient		
Active SECRET Security Clearance		

Big Brothers, Big Sisters of America	Dallas, TX	2009 – 2016
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Best Big Brother for 2013 – Awarded Regional Excellence Award

BBBS Junior Board of Directors for Dallas County Dallas, TX 2011 – 2012
Organized fund raisers, Launched Mentoring Program 2.0 in Dallas County, Worked with BBBS Board of Directors

Blood Drives – Carter Blood Care and Armed Forces Blood Program – Organized blood drives, donated to support local blood banks, and to send overseas to aid in the war effort

Chairman of canned food drive for the Finance Department at UNT – Collected over 75 pounds of food donations for North Texas Food Bank