

Matthew Masek, Esq.

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BAR ASSOCIATION

Member in Good Standing of the State Bar of Texas
SBN# 24089910

LEGAL EXPERIENCE

Best, Watson & Gilbert, PC <i>Litigation Attorney</i>	Garland, TX	November 2018 – Present
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 <i>Litigation Attorney</i>	Garland, TX	November 2017 – November 2018
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 <i>Compliance Attorney</i>	Dallas, TX	June 2017 – November 2017
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		
<i>Intake Attorney</i>	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		
<i>Mass Torts Law Clerk</i>	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 <i>Legal Research and Writing Teaching Assistant</i>	Ft. Worth, TX	August – December 2014
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.		
191 st District Civil Court – Hon. Gena Slaughter <i>Judicial Intern</i>	Dallas, TX	July – August 2014
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)		

EDUCATION

Texas A&M University School of Law
Juris Doctorate

Fort Worth, TX

December 2016

University of North Texas
B.B.A. in Finance
President's and Dean's List Graduate

Denton, TX

May 2012

AFFILIATIONS

TBA, DBA, Aggie Bar Association, TTLA, DTLA, AAJ
Westlaw Next and LexisNexis Advanced Certified

MILITARY EXPERIENCE

U.S. Air Force Reserves San Antonio, TX 2004 – 2019

Aeromedical Evacuation Technician a.k.a. Combat Flight Medic

Iraq and Afghanistan War Veteran

Air Medal, Aerial Achievement Medal, Military Service Outstanding Volunteer Service Medals Recipient
Active SECRET Security Clearance

COMMUNITY ACTIVITIES

Big Brothers, Big Sisters of America Dallas, TX 2009 – 2016

Mentor as a Big Brother to provide a positive adult role model to my Little Brother and develop a friendship with my Little through simple, sharing activities

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