

Alison A. Carter
P.O. Box 73224
Fairbanks, AK 99707-3224
Phone: (907) 322-8661 / Email: AlisonCarter2@yahoo.com

EDUCATION

UNIVERSITY OF ARKANSAS SCHOOL OF LAW, Fayetteville, Arkansas
Juris Doctor, *cum laude*, GPA: 3.224, Class Rank: 40/129, May 2015
Activities: Student Mentor Board, board member
Equal Justice Works, Student Chapter, member
National Lawyers Guild, Student Chapter, organizer
Trial Competition, Moot Court
Wage Theft Clinic

SAN DIEGO STATE UNIVERSITY, San Diego, California
Bachelor of Science, *cum laude*, Business Administration-Accounting, May 1990

BAR ADMISSIONS AND PROFESSIONAL LICENSES

Alaska Bar, June 2016, Bar Number 1606050
United States District Court, District of Alaska, July 2016
Certified Public Accountant, State of California, 1993-2017, retired license 64650

PROFESSIONAL EXPERIENCE

INTERIOR ALASKA CENTER FOR NONVIOLENT LIVING, Staff Attorney, Part-time	Fairbanks, AK
) Family law practice for domestic violence survivors	December 2018 – Present
APOCALYPSE DESIGN, INC., Accountant, Part-time	Fairbanks, AK
) All bookkeeping functions including payroll	April 2017 - Present
LAW OFFICE OF ALISON A CARTER, LLC, Solo Practitioner	Fairbanks, AK
) Pro bono and low fee legal representation	August 2016 – Present
ALASKA PUBLIC DEFENDER AGENCY, Post Graduate Intern	Fairbanks, AK
) Legal research and writing	December 2015 – May 2016
) Medical expert research for successful CINA case	
) Discovery and witness management for same CINA case	
Student Intern	May 2014 – August 2014
) Fully represented 50 misdemeanor clients	
) Assisted with felony cases under supervision	
ARKANSAS PUBLIC DEFENDER COMMISSION, Extern	Fayetteville, AR
) Performed client intake at arraignments	January – May 2015

-) Applied financial auditing skills to analyze discovery in successful employee theft defense
-) Researched statutes and case law

DOYON, LIMITED, Assistant Controller Fairbanks, AK
Alaska Native Regional Corporation October 2002 – December 2007

-) Reviewed and consolidated corporate, subsidiary and joint venture financial statements
-) Drafted annual report including financial footnotes
-) Acted as auditor point of contact
-) Monitored internal controls and reviewed work of upper level accounting staff
-) Updated and automated departmental procedures
-) Assisted staff accountants with complex assignments

ARCTIC RESEARCH CONSORTIUM OF THE U.S., Business Manager Fairbanks, AK
Nonprofit Consortium of Research Institutions Working in the Arctic April 1995 – May 2001

-) Supervised or performed all accounting functions
-) Reported to government granting agencies
-) Coordinated annual financial audit
-) Budgeted operational and grant activities
-) Managed human resource functions
-) Responsible for leases, bylaws, insurance, board meeting minutes
-) Implemented two education programs

KPMG LLP, Supervising Senior San Diego, CA and Anchorage, AK
U.S. Audit, Tax and Advisory Firm September 1990 – April 1995

-) Performed financial audits, supervised audit team
-) Quickly assessed the overall operations of client companies
-) Tailored audit procedures to specific circumstances of client

CONTINUING LEGAL EDUCATION

40 Hour Basic Mediation Training
Representing Survivors of Domestic Violence and Sexual Assault
Family Law in Alaska
Ethics and Professionalism

VOLUNTEER ACTIVITIES & MEMBERSHIPS

Green Star of Interior Alaska, treasurer, December 2018 – present
National Ski Patrol, Alaska Division, legal advisor, July 2018 – present
Who Decides, Inc., treasurer, November 2015 – present
Fairbanks Paddlers, member since 1997, former board member
Golden Valley Electric Association Member Advisory Committee, 2017-2019, chair 2018-2019
We Own It, fellow, September 2018-May 2019
Companion and caregiver to terminally ill friends and family member, January 2008-July 2012