

***Ellen Natasha Leiby, President/Owner, The South Mountain Group, Inc.***

College:

Juris Doctorate, *University of Baltimore, School of Law*, Baltimore, MD 21201  
2004-Concentration: Litigation Focus: Real Estate

Master of Arts, *Hood College*, Frederick, MD 21701  
2001-Psychology and Political Science

Bachelors of Arts, *Salisbury State University*, Salisbury, MD 21801  
1998-History/English minor

LICENSES:

-*Maryland Insurance Administration, Resident Producer-TITLE*, (2003)  
-*Virginia Insurance Administration, Non-Resident Producer-TITLE*, (2004)  
-*West Virginia Insurance Administration, Non-Resident Producer-TITLE*, (2005)  
-*Pennsylvania Insurance Administration, Non-Resident Producer-TITLE* (2006)  
*North Carolina Insurance Administration, Non-Resident Producer-TITLE* (2006)  
**-Appointed by Stewart Title**

*Notary Public*- Maryland and Virginia (2003) West Virginia (2005)

PROFESSIONAL EXPERIENCE:

**President, *The South Mountain Group, Inc.*** (January 2005 –current) responsible for the operations, licensing and audits of a full service title company, licensed in MD, WV, VA, PA, NC and DC. Coordinates the closing of all residential and commercial transactions, provides commitments, mobile settlement services, and disbursement of said loan transactions.

**Director of Operations and Supervising Law Clerk, *Bauhof and Associates, LLC and Buyer's Choice Title Group***, (2004-2005)

**As Director of Operations (*Buyer's Choice Title Group*)** responsible for the upstart of the title company, to include all SDAT filings, licensing and insurance requirements, oversight of the day to day processing of all title orders, responsible for maintenance of escrow, and disbursement, oversight of three-way reconciliation, assisted in the start up of a sister company, KG Title, Inc. Responsible for coordination of all departments, and management of employees.

**As Supervising Law Clerk (*Bauhof and Associates, Attorneys at Law*)** responsible for the oversight of employees and day to day operations of a busy criminal, domestic and civil practice, head of the Civil and Domestic practice (to include contract and real estate matters). Responsible of all the firms appellate and post –convictions matters, and the direct oversight of 2 legal assistants.

**Law Clerk, *Judicial Internship, Frederick County Circuit Court, The Honorable Judge Dwyer***, (2004)

The judicial internship included sessions addressing the judicial process, and critical evaluation of the internship placement. The “field” component of the internship included 130 hours in the court, under direct supervision of the Judges (Dwyer, Tisdale, and Adams), engaged in substantial legal work by assisting them in all court proceedings (civil and criminal), legal writing, editing, researching statutes, codes, intake and organization of legal documents, dockets, interacting with prosecution and defense attorneys, victims and witnesses concerning proceedings, and preparing Opinions.

**Settlement Agent, *Monarch Title and Escrow, LLC*** (2003-2004)

Oversight of the day to day operations of Title Company, and approximately 15 processors. Oversight included all facets of loan closing-from clearing title, reviewing contracts, researching payoff, tax information, preparing a binder, power of attorney, deeds, subordination agreements, obtaining letters of satisfaction, researching water escrow issues, coordinating closing with all parties, following up on loan documents. In addition, I was

responsible for preparing HUD-1's as per lender instruction, collecting all lender, broker, and settlement fees, recordation taxes, release, and recording fees, state taxes, reviewing all terms of lender requirements for satisfaction, obtaining approval of HUD-1 from lender and broker, conducting closing with clients, notarizing all documents, and preparing packages for recording. TITLE EXPRESS.

**Law Clerk, Law Offices of Robert Morrow (2002-2003)**

Oversight of all tort and contract matters. Prepare demand packages, collect medical records, file suit, all facets of discovery. Responsible for all legal research and drafting all filings with the courts. Handled contract matters, tort, criminal and real estate matters.

**Law Clerk, Baltimore City State's Attorney's Office (2000-2003)**

Research of applicable law, statutes, and codes. Interview of victims and witnesses. Legal writing, editing. Review police officer's probable cause of defendants. Recommend charges to assistant states attorneys. Assist attorneys in court proceedings. To include all levels of misdemeanor and felony violations.

**Mediator, Office of the Attorney General, Consumer Protection Division (2002)**

Mediated disputes between consumers and businesses concerning failure to honor contracts, faulty construction of new homes, violations of contracts, real estate and lending issues, unethical business practices, failure to honor warranties, fraud, landlord/tenant disputes, and illegal billing practices.

**Law Clerk, Law Office of Britta Hugoson Burnett & Associates (1999-2000)**

Drafting of legal documents, editing, and research of issues, recommendations to attorneys concerning pending litigation, client interview, and discovery concerning all facets of family law, real estate, and criminal.

**COMPUTER SKILLS:**

Applicant is highly computer literate in a number of legal applications, web research, Lexis-Nexis and Westlaw, a variety of criminal data bases, such as JIS and CJIS, AIM and TitleExpress.

