

## CHARLOTTE RAYNOR

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### ADMISSIONS

- New York Bar 6 September 2018
- England and Wales 15 March 2019

### PROFESSIONAL EXPERIENCE

Litigation Associate (2.5+ PQE) – **COVINGTON & BURLING LLP**

Apr 2019 - Present

#### ▪ **Commercial Litigation Experience:**

- Defending an international telecom company in a multi-party UK High Court anti-competition and conspiracy claim issued by an Administrator, valued in excess of £1 billion. Tasks include assisting the team in an appeal to the Court of Appeal (resisting an Order requiring access to personal emails and mobile phones of former/current employees), managing a team of trainees with on-going disclosure (including responding to a Specific Disclosure Application), preparing inter partes correspondence, chronologies and advice memoranda, drafting witness statements and engaging in CIP discussions with co-Defendants.
- One of three Associates who assisted a Ukrainian oligarch in their defence of a UK High Court shareholder dispute valued in excess of \$2.7 billion, and named one of The Lawyer's Top 20 cases of 2019. Tasks included instructing barristers and local counsel (i.e. regarding obtaining access to our client and the permitted use/disclosure of documents from a Russian criminal Court file), managing a team of linguists and trainees in a significant document production, attending an 8-week trial, enforcing judgment in our client's favour (e.g. by calculating interest due to be received and advising on the detailed assessment proceedings) and preparing a complex Settlement Deed with one party group, releasing and waiving various cost orders and proceedings, including overseas proceedings.
- Assisted a high net worth individual subject to a WFO by preparing a detailed Asset Declaration and responses to various tracing requests, in less than one week from service.
- Also proficient in preparing pre-action correspondence, including cease and desist letters, preparing due diligence reports and advising overseas and UK clients on English civil procedure.

#### ▪ **Arbitration Experience:**

- Represented a high net worth individual in their defence of a London seated LCIA arbitration, valued in excess of \$50 million. Prepared witness statements and cross examination materials, independently managed the hybrid hearing logistics and negotiated the instruction of the translators, including fees.
- Prepared strategic advice memoranda for a Russian hotel conglomerate seeking to leverage drafting lacuna to terminate a suite of franchise agreements. Also assisted in the defence of seven Emergency Arbitrations filed in quick succession, by preparing cross examination materials, researching applicable Arbitration Act 1996 provisions, SCC and ICC Rules, as well as liaising with local counsel.
- Prepared a memorandum for a global pharmaceutical company regarding the merits of possible claims (including breach of warranty, breach of contract and an implied duty of good faith) against a supplier for breaches of a License Agreement. Analysed various categories of loss suffered by the client, exclusions and limitations of liability clauses and potential counterclaims of the supplier.

#### ▪ **Other Responsibilities:**

- 300+ hours of pro bono experience at Covington.
- Primary point of contact for the Founder and Chairperson of a leading UK charity for individuals diagnosed with or affected by CDH, which I on-boarded as a Covington pro bono client.
- Publications: *Law360*, Reforms Abroad For Litigation Funders Raise Questions In UK (July 2020); *Client Alert*, Are you Acting "Responsibly and Fairly" in your Contractual Endeavours? (May 2020).

- **Data Privacy and Cyber Security:** full time secondee to an international client based in the west end, assisting with the first high profile data security breach and related litigation since the GDPR came into force.
- **Litigation and Financial Crime Investigation:** assisted US Attorneys in the representation of a global airline company, subject to a three year monitorship imposed by the Department of Justice.
- **Finance (Leveraged Finance, Restructuring and Capital Markets):** managed workstreams regarding concurrent English and New York court litigation in relation to a committee of junior Noteholder’s claims to an insolvent Norwegian company, which was later sold in a bidding process for €235 million.
- **Employment Law:** assisted an international insurance conglomerate in their defence of a UK High Court employment litigation claim, valued in excess of £100 million, by project managing the electronic disclosure exercise and applying US and UK principles of legal advice, litigation and common interest privilege.

## **PREVIOUS EXPERIENCE**

Fixed Income Compliance Associate – **CAPITAL GROUP**

May 2016 - Dec 2016

- Assisted the Global Investment Control division by facilitating portfolio managers’ investment decisions in relation to fixed income and derivative products by analysing compliance exceptions and portfolio guidelines.

Client On-boarding Contingent Worker – **GOLDMAN SACHS** (via Axiom Law)

Oct 2015 – Apr 2016

- Expedited the account opening procedure for bank loans by liaising with sales, traders, legal and compliance, exercising commercial judgment in the application of Regulations and policies and averting associated risks.

Volunteer Assistant – **CAPITAL PUNISHMENT CLINIC**

Jan 2012 – Apr 2012

- Assisted Attorneys with the representation of indigent defendants charged with or convicted of capital offences. Tasks included visiting clients on Death Row, interviewing witnesses, conducting investigations and drafting pleadings for trial litigation.

## **EDUCATION & QUALIFICATIONS**

Mar 2021	MHFA Course	Mental Health First Aider.
Feb 2017	New York Bar Examination	February 2017 UBE Examination passed.
Jan-July 2015	The University of Law, London Bloomsbury: LPC	Specialism: International Legal Practice. Classification: Commendation; 68 marks obtained. Highest grades: International M&A: 77, Litigation: 72.
Aug 2013- May 2014	The University of Texas, at Austin: LLM	American Law for Foreign Lawyers. GPA: 3.57 (UK equivalent grade: A-)  Highest grades: Introduction to US Law: A+ (and recipient of the Dean’s Achievement Award for this result), Contracts for Foreign Lawyers: A.
Sep 2009- July 2013	The University of Nottingham: LLB Hons.	Law with American Law. Degree Classification: 2:1  Highest grades: Constitutional Law: starred first, Tort Law: first. Recipient of the Clifford Chance and Harold Wyatt Scholarships.
Sep 2000- Aug 2008	The National Comprehensive School, Hucknall, Nottingham	A Levels: Grade A in Economics, History and Law.  GCSE’s: 9 GCSE’s at grade A* / A and a Distinction in ICT GNVQ.