

**PHYLLIS B. BURKHARD**

University of South Carolina School of Law  
1525 Senate Street, Suite 126  
Columbia, SC 29208  
(803) 777-5926

## EDUCATION

**University of South Carolina School of Law, Columbia, SC**  
J.D. May 1985 Magna Cum Laude

Order of the Coif  
Wig & Robe  
South Carolina Law Review, Executive Editor  
Legal Writing Instructor 1984-85

**The Ohio State University, Columbus, OH**  
**M.A. Education/Counseling 1970**

**Ohio University**, Athens, OH  
B.A. English 1965 Cum Laude

## WORK EXPERIENCE

**University of South Carolina School of Law, Columbia, SC**

Director of Career Services September 1993-present

- Counsel students concerning individual job search strategies
- Create and present programs, including
  - Resume preparation
  - Interviewing for legal jobs
  - Various legal job settings
  - Job search strategies
- Compile statistics concerning job placement and salaries
- Maintain contacts with potential employers for students and alumni
- Discuss hiring needs with legal employers
- Supervise and coordinate on-campus interview process
- Supervise job posting process
- Read current literature concerning hiring trends and placement strategies
- Coordinate, publicize, and work at off-campus interview programs

**Sinkler & Boyd, P.A.** (now Haynsworth Sinkler Boyd, P.A.), Columbia, SC

Associate September 1985-1993

Litigation Associate; Non-equity Partner

Handled litigation matters for business clients

Handled pro bono cases, primarily in family law area

Reviewed resumes of applicants for summer clerkships

Interviewed law students

Supervised summer clerkship program

Law Clerk Summer 1984

Summer law clerk duties

**Columbus, Ohio City Schools**

Linden McKinley High School 1966-69

English teacher

Counselor

Substitute teacher and counselor 1970-72

**PROFESSIONAL MEMBERSHIPS**

South Carolina Bar Association 1985-present

Diversity & Inclusiveness Committee past member

Law Related Education Committee 1995-96

Quality of Life Committee past member

Admitted to practice in –

South Carolina state courts

United States District Court, District of South Carolina

United States Court of Appeals, Fourth Circuit

National Association for Law Placement 1993-present

Judicial Clerkship Committee 1998-99

Nominating Committee 1997-98

Bar Association Liaison Task Force April 2002 -2003

NALP Conference Veterans On Call March 2002