

Cathy Lu

Senior Attorney Recruiting Specialist

(917)-583-6363

clu@mofoco.com

New York, NY

2019 - Current

Morrison Foerster

New York, NY

Senior Attorney Recruiting Specialist

Attorney Recruiting Specialist

Manage law school recruiting for 1Ls, 2Ls, and LL.M.s, including the coordination and implementation of the summer associate program for the New York office. Prepare hiring committee meetings to discuss campus recruitment efforts, initiatives, strategies, and interview results. Oversee the initial onboarding, orientation, and integration of New York summer associates and incoming first-year associates. Liaise with and build relationships with law schools, law school student groups, and diversity organizations.

2016 –2019

Skadden, Arps, Slate, Meagher & Flom LLP

New York, NY

Attorney Recruiting Project Assistant

Assisted with on-campus recruiting process by preparing materials, scheduling callbacks, collecting evaluations, and appropriate follow-up for multiple schools and job fairs. Coordinated the early summer recruiting efforts to attract the strongest law school candidates. Connected with international offices to organize our participation in LL.M. interview programs.

2011 - 2014

Skadden, Arps, Slate, Meagher & Flom LLP

Hong Kong and Washington, DC

Legal Assistant – Corporate, Litigation, and Foreign Practice

Proofread and cite-checked pleadings and documents related to litigation, corporate, and tax matters. Assisted with due diligence, verification, and responses to the Hong Kong and New York Stock Exchanges regarding the listing of Hong Kong Initial Public Offerings. Coordinated periodic document productions to the SDNY, SEC, and DOJ. Managed case file documents and exhibits for filings, hearings, depositions, and trials.

I am humbled and honored to be nominated for the position of Conference Planning Coordinator. NALP has provided a healthy and conducive space for discourse, mentorship and professional development between law school and legal employer members. The NALP Annual Education Conference is a vital platform for sharing knowledge, fostering connections, and advancing legal recruitment and development. I am enthusiastic about the opportunity to meet and collaborate with more members of NALP to make the conference a success. My recruiting and legal assistant background has solidified my skills in engagement, organization, program development, and event execution. I am confident that these skills will enable me to effectively contribute to the planning and execution of the Annual Education Conference. Thank you for considering my application for the Conference Planning Coordinator position. I am eager to bring my skills and experience to NALP and contribute to the success of the 2026 Annual Education Conference.