

Spencer Gales

Leigh H. Taylor Law Library
Southwestern Law School
3050 Wilshire Blvd.

Los Angeles, California 90010-1106

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Education

Master of Management in Library and Information Science, May 2022

University of Southern California, Marshall School of Business

Juris Doctor, May 2015

University of Montana, Alexander Blewett III School of Law

Bachelor of Arts in Criminology, Law & Society, May 2011

University of California, Irvine School of Social Ecology

Professional Experience

Reference Librarian and Adjunct Professor of Law, Southwestern Law School

(Los Angeles, California, 10/2025 – present)

- Teaching the 1L legal writing and skills program, advanced legal research courses, and through guest lectures.
- Providing high-level research support to students, faculty, alumni, and staff, both in-person and virtually.
- Designing LibGuides, online tutorials, and other resources to enhance research instruction.
- Working closely with faculty and campus departments on exciting projects and committees.

Librarian - Reference & Research, Los Angeles Law Library

(Los Angeles, California, 02/2023 – 10/2025)

- Provided reference and instructional service to the library's diverse group of users, which included individuals from the legal and public communities.
- Oversaw and coordinated collection development in assigned areas, acting as government document collections manager.
- Designed and presented public classes and prepared collateral instructional materials.
- Continually worked to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

Library Associate-Branches, Los Angeles Law Library

(Los Angeles, California, 11/2022 – 02/2023)

- Supported partnerships with outside organizations to enhance services for specific audiences.
- Assisted in the coordination and implementation of outreach-related activities aimed at current and potential partnering organizations.
- Provided ongoing research and reference support to patrons.

- Participated in library orientation and instruction.
- Participated in the identification, planning, and implementation of programs and instructional services provided to specific patron groups.

Research & Reference Assistant, Los Angeles Law Library

(Los Angeles, California, 05/2021 – 11/2022)

- Provided ongoing research and reference support to patrons.
- Participated in library orientation and instruction.
- Under general supervision, provided reference desk service via remote assistance through chat and submission responses.
- Integrated experiences into study of and academic research within the field of library and information science while completing MMLIS degree and preparing for a career in law librarianship.

Vice President - Property & Casualty, USI Insurance Services

(Irvine, California, 05/2018- 07/2019)

- Leveraged legal background and industry knowledge to develop the most effective risk management programs for clients' needs.
- Developed integrated client-centered account teams specializing in risk management solutions.
- Managed, designed, negotiated, and placed complex property and casualty programs for Construction, Real Estate, Private Equity, and Communication clients serving both military and commercial markets.

Technical Consultant, Pete Fowler Construction Services, Inc.

(San Clemente, California, 09/2015 – 02/2018)

- Served as an expert in construction contracts, forensic building & code research, construction risk management, and legal document analysis.
- Drafted construction contracts and provided construction document preparation, construction document compliance analysis, contract auditing, and litigation support.
- Developed courtroom presentations and exhibits.
- Actively contributed to the PFCS Continuing Education programs with both content development and direct presentation.

Law Clerk - Hon. James R. Dabney, Los Angeles Superior Court

(Los Angeles, California, 05/2015 – 08/2015)

- Under general judicial direction, performed complex legal research in matters civil, criminal, and probate, including reviewing case files, drafting legal memoranda, and preparing summaries of findings.
- Summarized, evaluated, and recommended rulings on pre-trial motions.
- Researched applicable law and analyzed cases cited by parties to provide recommendations for each motion.

Client Executive, Wells Fargo Insurance Services

(Irvine, California, 09/2009 – 08/2014)

- Supported clients, producers, and account managers with complex property and casualty needs.

- Developed and monitored client planning to reflect the customer's current business and risk management goals.
- Engaged in marketing activities, including preparation of RFP's, advising banking customers regarding renewals, and recommending client coverage/products.

Internship Experience

Research & Reference Intern, Los Angeles Law Library
(Los Angeles, California, 01/2021-05/2021)

- Provided ongoing international research and reference support to patrons.
- Participated in library orientation and instruction.
- Integrated experiences into the study of and academic research within the field of library and information science while completing the MMLIS degree and preparing for a career in law librarianship.

Crime Analyst Intern, Irvine Police Dept.
(Irvine, California, 09/2008 – 07/2009)

- Maintained the Domestic Violence Response Packet program.
- Completed clerical duties for the training unit and the investigations bureau.
- Read reports and compiled data for criminal and statistical analysis, and actionable intelligence.
- Conducted literature review related to problem-solving policing and crime prevention through environmental design.
- Provided analytical reports and policy recommendations for reducing thefts and burglaries.

Licenses & Certifications

- Bloomberg Law Certification
- LexisNexis Professional Research Certification
- Westlaw Research Certification

Professional Associations

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| • American Association of Law Libraries, Member | 2020-present |
| • Southern California Association of Law Libraries, Member | 2020-present |
| • USC/Special Libraries Association Board, Treasurer | 2020-2022 |