

Charles Wolfe McMellon

Attorney at Law

406 7th Street, Brooklyn, NY 11215 • (917) 565-8141 • charlesw@mcmellonlaw.com

Admissions and Education

New York State

United States Eastern District New York

United States Southern District New York

Pace Law School, White Plains, NY

Juris Doctor, May 2008

New York State Bar admission April 15, 2009

Activities and Associations: New York City and State Bar Associations

Housing Court Committee – September 2021-2024

Boston University Corporate Education Center, Boston MA

Unix Administration Certification, October 2001

Boston University, Boston, MA

Bachelor of Science - Human Physiology and Chemistry, May 1994

Honors and Awards: Dean's list 1991-93, Key Stone Society, and Alpha Epsilon Delta Society

Legal Experience

Charles Wolfe McMellon, Esq. PLLC

January 2023-Present

Private Practice

My private practice is focused on property related legal actions and proceedings, statutory compliance, and property management challenges.

Charles Wolfe McMellon, Esq.

April 2022 – December 2022

Private Practice

NYC Department of Buildings, New York, NY

October 2019 – April 2022

Borough Enforcement Attorney

The Borough Enforcement Unit serves as the liaison for enforcement to the Borough offices and special inspection units by developing and managing enforcement actions against individuals, repeat violators, problem buildings, or for specific geographic areas that are in violation of the Building Code and zoning.

Community Access, Inc., New York, NY

December 2010 – September 2019

Senior Property Manager and Legal Counsel

In-house counsel and senior property manager for approximately one thousand leaseholds throughout the city. Extensive litigation practice in The New York Civil Court and practice in New York Supreme Court, advice and counsel on a range of issues surrounding supportive housing, including policy, legal requirements, health and safety standards, and liability.

Private Practice, Brooklyn, NY

July - December 2010

Attorney at Law

Private practice as a landlord tenant attorney in The New York City Civil Court.

Volunteer Lawyers for a Day Program, Brooklyn, NY April - October 2010
Pro-Bono Attorney
Provided pro-bono service for the Unified Court System's volunteer program at The Kings County Housing Court. The program represents tenants under eviction proceedings.

Huron Consulting Group, New York, NY Sept. 2009 - January 2010
Contract Attorney
Document review for discovery phase of corporate litigation and federal government oversight. Confidential work environment.

Internships

Westchester District Attorney Office, New Rochelle, NY September - December 2007
Honors Criminal Externship, *New Rochelle Branch*
Worked under an appellate practice order to assist branch office. Duties: wrote and perfected accusatory instruments and court transfer papers, assisted in general office practice, and prosecuted a disorderly conduct violation by bench trial in New Rochelle City Criminal Court.

New York State Attorney General's Office, New York, NY June - August 2007
Intern, *Criminal Prosecution Bureau*
Researched and wrote legal memos and an appeal to N.Y. Appellate Div, 2nd Dept, assisted prosecutors in an antitrust and fraud case, reviewed and summarized trial testimony, and observed state felony trial proceedings.

Queens District Attorney Office, Queens, NY June - August 2006
Intern, *Homicide Division*
Researched and wrote legal memos and memorandum of law, aided assistant district attorney, and submitted to supreme court a memorandum of law in a murder trial. Extensive observations of pre-trial hearings, felony trials, and sentencing hearings. Shadowed the director of the grand jury and assistant district attorneys.

Other Work Experience

Thomson Financial, Boston MA and New York, NY March 2001 - September 2005
System Support Engineer
Computer engineer for flagship financial product *FirstCall*. Worked on-call 24/7. Duties: supported worldwide product development, database management and computer networking, trouble-shooting workflow issues and resolving administrative, networking and system problems. Developed various custom information systems.

Restaurant Management and Employment February 1998 – January 2001
Manager
Managed two established independent coffee houses. Duties: hiring and training of staff, scheduling entertainment and other community events, advertising, inventory management, quality control and security. Implemented and managed internet access.

Massachusetts General Hospital, Boston MA August 1994 - May 1997
Cardiac Researcher
Conducted cardiac research for interventional cardiology department. Medical device research and trials, real time computer support of surgical operations, radiology film analysis and maintenance of a cardiology information database system. Published with surgical unit in several medical journals and conference papers.