

PROFESSIONAL MEMBERSHIPS

The Florida Bar, Member in Good Standing	2008 - present
Education Law Association (ELA)	2013 - present
Student Law Reporter, <i>Committee Member</i>	2015 - present
Florida Trial Court Staff Attorneys Association (FTCSAA)	2018 - present

EDUCATION

FLORIDA STATE UNIVERSITY – COLLEGE OF EDUCATION
Ph.D., Higher Education, December 2015
Dissertation: *The University as an Employer: A Study of the Application of Title VII to the Modern Institution of Higher Education*
Winner: *Joseph C. Beckham Dissertation Award – Education Law Association*
Certificate: Preparing Future Faculty
Member, Education Law Association (ELA), 2012 - 2015
Member, Higher Education Student Association (HESA), 2011-2012
Fellow, Hardee Center Fellowship Recipient, 2012-2015
Visiting Days Chair, Higher Education Student Association (HESA), 2012-2013
Committee, Doctoral Visiting Days (HESA), 2014
Fellow, Preparing Future Faculty (PFF), 2014
Member, Golden Key International Honour Society, 2014 - present
Member, Florida State University Torchbearers, 2014 - present

FLORIDA A&M UNIVERSITY – COLLEGE OF LAW, Orlando, FL
Juris Doctor, April 2007
Team Member, Moot Court – Black Law Student Association (BLSA) Team, 2005
Semi-Finalist, NBLSA 2006 Frederick Douglass Moot Court Competition, 2006
Secretary, Black Law Student Association, 2005-2006
HBCU Merit Scholarship Recipient, 2005-2006
Sodexo Shadowing Program Award Recipient, 2005

UNIVERSITY OF FLORIDA – COLLEGE OF JOURNALISM & COMMUNICATIONS, Gainesville, FL
B.S., Public Relations, August 2002

LEGAL EXPERIENCE

SEVENTEENTH JUDICIAL CIRCUIT COURT – COURT ADMINISTRATION 3/2018 - present
Trial Court Law Clerk – Staff Attorney
Conduct legal research using legal research databases: Westlaw, LexisNexis, Florida Law Weekly
Prepare written memoranda disseminating legal recommendations
Prepare judicial opinions/orders in response to motion practice
Review appellate briefs in preparation of appellate panels (county to circuit court review)
Consult with the circuit court judiciary on legal issues

NOVA SOUTHEASTERN UNIVERSITY – SHEPARD BROAD COLLEGE OF LAW 6/2017 - present
Adjunct Professor – M.S. Law Program; Criminal Justice Institute
Prepare and edit Blackboard/Canvas online platform for courses: Civil Rights Law, Alternative Dispute Resolution, Wages & Hours Law, Federal Legislation in Education, Forensic & Social Sciences, Juvenile Law, Constitutional Law in the Classroom, Domestic Violence Seminar, Criminal Evidence, Response to Intervention, Professional Communication
Conduct live teaching sessions, lectures for students.
Complete administrative tasks associated with student participation in the M.S. Law Program.
Evaluate and assign grades for student work in legal online course.

DOCUMENT REVIEWER

FTI Legal Consulting, Acuity LLC	01/2016 – 9/2017
Special Counsel Inc.	09/2017 – 3/2018
Update Legal	10/2017 – 2/2018
Kroll Discovery	12/2017 – 2/2018

Participated in training for large document review projects
Review of inter-office communications as well as coded documents for responsiveness to discovery requests.

Completed quality control review for large document review projects.
Completed privilege log review to include line-item editing, names normalization in completion of privilege log.
Completed analytics research and narrative reports for deposition preparation
Experienced with Department of Justice – Second Request reviews, mergers and acquisitions claims, anti-trust, intellectual property, treasuries and securities, as well as trade secret litigation.

SNIFFEN & SPELLMAN, P.A. 10/2013 - 1/2014

Independent Contractor

Provided legal research support to several attorneys; drafted legal memoranda, as necessary for litigation.
Prepared deposition and mediation summaries.

FLORIDA STATE UNIVERSITY, OFFICE OF THE GENERAL COUNSEL 5/2013 – 8/2013

Summer Intern

Provided legal research support to the several attorneys in the areas of: employment discrimination law, student conduct, and contracts.
Attended and observed mediations and depositions in labor and employment suits against the university.
Assisted in the preparation of FSU's policy on policies for campus implementation.

DUCHEINE-BAKER & ASSOCIATES, P.A. 1/2011 - 5/2011

Associate – General Practice

Prepared motions and pleadings; case management.
Appeared for pre-trial motion hearings for foreclosure defense cases.
Conducted client intake interviews and advised clients on case status'.
Coordinated with judicial assistants, calendar hearings and noticing all applicable parties.

ELEVENTH JUDICIAL CIRCUIT COURT - OFFICE OF THE GENERAL COUNSEL 12/2009 – 5/2010

Assistant General Counsel/ Staff Attorney

Prepared legal memoranda, orders, and appellate opinions for the several circuit court judges.
Observed appellate panels and participated in deliberations providing counsel to panel judges.
Conducted legal research in preparation of legal memoranda advising circuit court judges.

CONROY, SIMBERG, GANON, KREVANS, ABEL, LURVEY, MORROW & SCHEFER, P.A. 6/2006 – 4/2008

Law Clerk – Workers' Compensation/Insurance Defense

Prepared legal memoranda, trial memoranda, and deposition, mediation and medical record summaries.
Prepared correspondence providing analysis and recommendation for disposition of case files.
Conducted legal research for civil liability as well as workers' compensation claims.
Prepared responses to discovery requests as well as pleadings and motions.
Case management of files from intake through final hearing/settlement of workers' compensation claims.

**EDUCATION
EXPERIENCE**

FLORIDA STATE UNIVERSITY – COLLEGE OF EDUCATION, OFFICE OF THE DEAN 5/2012 – 12/2014

Graduate Assistant

Assisted the Assistant Dean for Development in fundraising for the College of Education.
Conducted institutional research.
Prepared executive summary and report in support of implementation of a fundraising certificate program.
Developed curriculum proposal for fundraising certificate program.
Attended and assisted at College of Education Development Council meetings.

FLORIDA STATE UNIVERSITY – COLLEGE OF EDUCATION, ELPS DEPARTMENT 8/2012 – 12/2014

Teaching Assistant for Legal Aspects of Higher Education

Attended and assisted course lectures.
Prepared and conducted lectures on legal issues pertaining to higher education.
Assisted and facilitated weekly online discussions on legal issues pertaining to higher education.

FLORIDA STATE UNIVERSITY – OFFICE OF UNDERGRADUATE RESEARCH (FSU-OUR) 8/2011- 5/2012

Graduate Assistant

Acted as Teaching Assistant for Honors Colloquium - HUM 3944; Fall 2011.
Administered the Florida/Georgia Louis Stokes Minority Scholarship Program (FGLSAMP).
Conducted general research: prepared and disseminated surveys regarding undergraduate research.
Prepared report on undergraduate research efforts throughout FSU campus.

Conducted internet research on national undergraduate research efforts.
Planned and coordinated the Spring 2012 Undergraduate Research Symposium.
Developed training syllabus for student-leaders in preparation of implementation of Undergraduate Research Opportunity Program (UROP).
Researched available grants in order to secure funding for program implementation at FSU-OUR.
Prepared letters of inquiry for dissemination to various foundations requesting funding for program implementation.
Designed brochure for the Office of Undergraduate Research for dissemination to new students.

PUBLICATIONS

A Study of Sexual and Gender Identity Theories and the Legal Implications of the Departure from the Traditional Binary Understanding of Sex and Gender, 317 ED. LAW. REP. 15 (2015).

**SPEAKING
ENGAGEMENTS**

Presentation of Construction/Contract Law Lectures:
Florida A&M University, Contracts, Codes & Law – undergraduate course. 2011-present
Presentation of Roundtable Discussion at Education Law Association Annual Conference. 2013
A Study of Sexual and Gender Identity Theories and the Legal Implications of the Departure from the Traditional Binary Understanding of Sex and Gender
Presentation of Concurrent Session at Education Law Association Annual Conference 2016
The University as an Employer: A Study of the Application of Title VII to the Modern Institution of Higher Education

**LANGUAGES
SKILLS**

Bi-lingual - proficient in Haitian Creole.
Proficient with Microsoft Office Suite, Corel Word Perfect, Prevail, Client Profiles, AS400, Lotus Notes, AIM, Westlaw & LexisNexis. Type 55-60 wpm