

**ELENA ROSE MINICUCCI, J.D.**

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**CURRENT EXPERIENCE**

2016- Present **NOVA SOUTHEASTERN UNIVERSITY**  
**SHEPARD BROAD COLLEGE OF LAW**  
Fort Lauderdale, Florida

Professor of Practice: As a professor in the Academic Success and Professionalism Program, create and teach programs to provide law students with the skills needed to succeed in law school, on the bar exam, and in law practice. Special emphasis is placed on critical reading, critical thinking, and legal writing and professionalism. Assist upper level students as they prepare to take the bar exam by coaching them in the NSU Bar Success Program, which emphasizes multiple choice exam techniques and essay writing practice. Co-produce annual Orientation program for entering 1L law students and the professionalism program for fall and winter semesters for 1L students.

**PREVIOUS EXPERIENCE**

2011- 2016 **NOVA SOUTHEASTERN UNIVERSITY**  
**SHEPARD BROAD COLLEGE OF LAW**  
Fort Lauderdale, Florida

Director of Alumni Relations - Senior Administration position. Work with the Dean, Development team, Administration, Staff, and Faculty to provide Law Alumni with opportunities to give time talent, and treasure and engage with each other, and with law students, to achieve the mission of the College of Law

Responsibilities and Accomplishments:

Manage Law Alumni Association Board of Directors (LAABOD), a volunteer advisory board, through quarterly meetings and bi-monthly committee conference calls to create relevant programs for alumni and students and raise money for scholarships and other initiatives at NSU Law

- Raised almost \$12,000 from Board members since 2013 by implementing annual donor program
- Create and lead Annual Board Retreat (2012-Present) to establish FY goals for alumni relations
- Encourage LAABOD to become ambassadors for NSU Law in the community and among peers
- Identify and inspire fellow alumni to make contributions by creating programs to assist alumni in their professional development, encourage donations, and help current law students transition into practice

Programs and Events: Develop and produce programs and events for law alumni:

- Continuing Legal Education (CLE) Seminars
- Networking events
- Holiday Receptions to meet other NSU Alumni
- Mentoring current NSU Law students
- Coaching NSU Law trial competition teams
- Engage with NSU Law student organizations to develop the students' professional interests

Law Center Plus: Continuing Your Legal Education Seminar Series Created this monthly seminar series in 2014 and launched it in 2015. Responsibilities and accomplishments of Law Center Plus include:

- Create, direct, and produce CLE seminars for law alumni, lawyers in the community, and NSU Law students to teach practice skills to lawyers
- CLE seminars are produced in three formats: live, broadcast via webinar to Law Alumni worldwide, and video recorded for NSU Law students and alumni.

NSU Law Mentoring Program Redesigned the program in spring 2015 and launched it in fall 2015 to help NSU Law students prepare to transition from law student to law practitioner:

- Developed learning outcomes for Mentees and Participation Agreements for Mentees and Mentors to ensure program goals are achieved
- Created innovative "group mentoring" model by classifying Mentors and Mentees into 8 practice area groups (instead of 1:1 pairing) according to their interests
- Created suggested activities list by group to encourage further Mentor-Mentee group meetings so Mentees could "shadow" Mentors in court, at the office, or at other professional activities and learn skills not traditionally taught in law school.
- Created private LinkedIn page for Mentors and Mentees to communicate and share knowledge and support
- Created, produced and directed three in-person Mentoring Program breakfast meetings for the 2015-2016 academic year to enable Mentors and Mentees to meet in person and work in teams to achieve the program's learning outcomes for the Mentees:
  - October 2015: Guest speaker taught communication skills
  - November 2015: Guest speaker taught law office management skills and rainmaking concepts
  - March 2016: Guest speakers addressed goal-setting for new attorneys and how to develop a plan to transition from school to practice
- Created all marketing and publicity for Mentoring Program
- Personally mentored several law students

Law Alumni Chapters: Created, developed and managed regional Law Alumni Chapters in Florida since 2012 to engage law alumni in distant places by providing learning and networking opportunities.

- Collaborated with NSU Alumni Association (NSUAA at University level) to bring programs to law alumni in other states for national level programming
- Helped NSUAA develop methodology for tracking alumni metrics and test the system before launching it

Communications with Law Alumni, Faculty, and Students – In 2011, created first monthly e-newsletter for law alumni (*Alumni Connections*) to inform, engage and educate law alumni worldwide.

- Write, edit and produce monthly *Alumni Connections* newsletter, which has an open rate of ~20% or higher
- *Alumni Connections* newsletter is a communication tool to educate law alumni about NSU Law and the University, encourage donations and participation, announce law alumni achievements, and achievements of law faculty, and law students
- *Alumni Connections* newsletter contains invitations to law alumni to connect with each other, with students, and with the community both in South Florida and in other locations for learning, collaborating, and networking purposes.
- Created *Student Connections* in 2015, the first monthly NSU Law student e-newsletter
  - Write, edit and produce newsletter, which has ~45% open rate or higher among law students
  - Newsletter educates law students about: NSU Law, programs, and opportunities specifically for their benefit
  - Highlights student accomplishments and connects the students with the University and community for service and learning opportunities
  - Promotes Class Gift donor program
- Since 2011 and 2015 respectively, continue to write, edit and produce *Alumni Connections* and *Student Connections*
  - Reaches over 8,000 law alumni locally and worldwide
  - Reaches 800 current law students
  - Engages law faculty with law alumni and law students

Marketing and Communications: Coordinate all law alumni marketing efforts by working closely with Director of Marketing Communications for publicity at the College of Law, across the University, and on all social media outlets to promote news and events for and about law alumni and law students

Data Management and Banner: By collaborating with NSU Advancement and Community Relations (ACR), created a better data management system to update Banner database for all law alumni

- Used public records requests and online resources to locate law alumni and update their information and contact information in Banner
- Developed policies and procedures for keeping law alumni database updated
- Worked with ACR and NSU Tech/OIIT to
  - create automatic data upload to Banner (via custom script)
  - Link Bar Number and N Number to ascertain identity match (especially helpful if alumnus changes name)
- Increased communication with thousands of alumni through better data management, exponentially increasing alumni communications and engagement since 2011
- Created a system to identify and code in Banner, the law alumni (1977 to present) who participated in co-curricular and/or affinity groups by using sources such as:
  - Internet research, yearbooks, graduation programs, and other publications

- Asked ACR to create Banner codes to identify law alumni by affinity groups
- Use data from affinity group coding to target programming and encourage donations of time and talent to help NSU Law achieve its mission and help law students learn and achieve success in school and in careers

Personnel and Budget Management: Train, manage and develop department assistant and student assistants and develop budget policies and procedures:

- Establish goals and logistics to manage work flow
- Manage budget and other resources
- Seek sponsors for alumni activities and events
- Create logistics for producing and directing successful events for law alumni and law students

Fundraising:

- Created Annual Class Gift Program “Paving the Way for Scholarships” (2014-present) specifically aimed at law student donors
  - Raised almost \$12,000 for scholarships since 2014
- Obtained 100% annual donations among the Law Alumni Board of Directors since 2013 to help fund scholarships
- Seek donations from law students and law alumni through various in-person contacts to increase:
  - Student scholarship funds
  - Specifically increase the Law Alumni Association Endowed Scholarship Fund, which awards two annual scholarships to law students
  - Seek individual donations up to \$50,000 via one-on-one communications
  - Identify and connect major donor prospects with Development Officer (\$50,000+)
  - Join 1964 Society (planned giving) and Presidents Associates

Special Programs: Continued existing special programs and created new special programs for NSU Law alumni and faculty to work together and enhance NSU Law’s profile

- Seminars and Symposia –create, produce and direct, or support the following:
  - Over 80 programs for law alumni and law students since 2011
  - Annual Environmental Law Symposium
  - Seminars in collaboration with other NSU Colleges and Centers
  - Nova Law Review Symposium (support assistance 2013-2015)
- Organized and produced Biennial Trip to Washington, DC for Bar Admission to practice before the Supreme Court of the United States:
  - 2012 (24 alumni)
  - 2014 (36 alumni)
  - 2016 (12 alumni)
  - Co-produced DC Metro NSU Alumni Reception during every biennial trip by collaborating with ACR/NSUAA and the visiting delegation from NSU

- Graduation – 2011 to Present
  - Participate in every NSU Law graduation ceremony to:
    - Welcome new alumni and present gift
    - Provide information about opportunities for staying connected and supporting NSU Law
- NSU Law alumni admission to The Florida Bar – 2012 to Present
  - Attend swearing-in ceremony for all new alumni members of The Florida Bar
  - Inform new law alumni attorneys about programs and opportunities to get involved with students and fellow alumni
- Represent NSU Law at Biennial Bench & Bar Conference produced by Broward County Bar Association (2013 and 2015):
  - Produced Seminar on professionalism and ethics (2013)
  - Hosted alumni relations hospitality booth with LAABOD (2013 and 2015)
- Support NSU Law Student Organizations by helping recruit speakers for events and helping law student leaders create, organize, and produce events
  - Planning and Organization: Worked with NSU Law building operations manager to create work-flow logistics and event management system and step-by-step guide for Student Organizations
  - Assist Student Organizations with events:
    - Phi Alpha Delta Goes to Court
    - Black Law Students Association & Caribbean Law Students Association – Black History Month
    - Hispanic Law Students Association & Cuban American Law Students Association – Hispanic Heritage Month
    - Sports and Entertainment Law Society Annual Symposium
    - Association of Business Law Students Association
    - Public Interest Law Student Association Annual Auction
  - Assist co-curricular organizations with events:
    - Law Review Alumni Breakfast
    - Moot Court Competitions (2012-Present) – recruit alumni judges and coaches for teams
    - Nova Trial Association (2012-Present) – recruit alumni judges and coaches for teams
- Represent NSU Law at local bar association events
  - Broward County Bar Association
  - Palm Beach County Bar Association
  - Dade County Bar Association
  - Hispanic Bar Association
  - Broward County Women Lawyers Association (BCWLA)
    - Annual “Rising Star Scholarship” Luncheon – NSU Law Scholarship Program with BCWLA (2012-present) for NSU Law students

Stephen R. Booher American Inn of Court – Fort Lauderdale, FL

- Barrister at Inn – Mentor young lawyers and law students
- Organized NSU Law students for membership at the Inn
- Moderated “Work-Life Balance” Pupilage Group at Inn (January 2016) and created the program with keynote speaker, Dr. Jaime Tartar, Associate Psychology Professor at NSU

Collaborations with NSUAA: Assist NSUAA and Advancement and Community Relations office at various large-scale events such as Celebration of Excellence and annual alumni holiday reception.

- Promote NSUAA and NSU events to law alumni to encourage networking and collaborations among NSU alumni of all professions both locally and nationally
- Selected for NSU TV ad about law programs and opportunities at NSU Law (2015)
- Featured in NSU “Realizing Potential” magazine (Jan 2016, p.31) “Raising the Bar on Alumni Giving” story
- Promote NSU programs to law alumni: Distinguished Alumni Awards, STUEY Awards, Celebration of Excellence, 1964 Society, Presidents Associates, Ambassadors Board, and Fellows Society.

STUEY Awards: Selected as 2015 Finalist for “Alumnus of the Year” (Shepard Broad College of Law) for the 16<sup>th</sup> Annual Student Life Achievement Award “STUEY”

Association of Fundraising Professionals (AFP): Completed “Fundamentals of Fundraising” (2013)

**TEACHING EXPERIENCE**

2002- Present                    **NOVA SOUTHEASTERN UNIVERSITY - SHEPARD BROAD COLLEGE OF LAW**  
Fort Lauderdale, Florida

Adjunct Professor of Law: Classes taught include: Legal Skills and Values III and IV; Civil Pretrial Practice; Client Interviewing and Counseling; Collaborative Family Law Workshop

2009-2011                    **MENTORING EXCELLENCE, INC.**  
Weston, Florida (President and Founder)

- Create and produce educational seminars for groups and non-profit organizations
- Consulted clients interested in creating educational seminars for their business

2000 -2004                    **CITY OF HOLLYWOOD LAW STUDENT EXTERN PROGRAM**  
Hollywood, Florida

- As Assistant City Attorney, recruited, trained, and supervised law student interns from South Florida law schools for City Attorney Office extern program
- Areas of law student placement: Municipal Prosecutor, general litigation, zoning and land use, development and re-development projects, contracts, public utilities, housing and urban development, and special projects

## LAW PRACTICE EXPERIENCE

- 2010-2011                    **General Practice**  
Krause & Goldberg, P.A.  
Weston, Florida  
Of Counsel
- Practice areas: Real Estate; Land Use; Consumer; Corporate, and Family Law litigation, Collaborative Family Law
- 2008-2009                    **Family Law Practice**  
Bunnell Woulfe (2008) and Brydger & Porras, LLP (2009)  
Fort Lauderdale, Florida
- Family law litigation and appeals, mediation, and negotiation
- 2000-2008                    **Municipal Law Practice**  
City of Hollywood, Florida (2000-2004)  
City of Sunrise, Florida (2004-2008)  
Practice focused on all aspects of in-house legal counsel for municipality: Land Use; Contracts; Housing and Community Redevelopment; Planning; Design and Construction Management; Foreclosures; Civil Forfeitures; Municipal Prosecutor; Police Legal Advisor; City Commission issues; Creating Ordinances and Resolutions; Foreclosure and Bankruptcy Litigation, other Civil Litigation and Transactional matters and Appeals
- 2000                            **Consumer and Commercial Litigation Practice**  
William L. Bromagen, PA  
Fort Lauderdale, FL
- Associate attorney, commercial and consumer protection litigation (6 months)
- 1997-2000                    **State of Florida Office of the Attorney General**  
Fort Lauderdale, FL  
Child Support Enforcement Division  
Practice focused on establishment and enforcement of foreign and domestic child support orders for clients of the Florida Department of Revenue
- 1996-1997                    **Heller and Conrad, PA**  
Hollywood, FL
- Assist Partner with establishing Elder Law practice for firm

## PARALEGAL EXPERIENCE

### **Alfa Romeo Distributors of North America (ARDONA)**

Orlando, Florida

1989-1993

- Paralegal and Legal Administrator for ARDONA's North American operations
- Handled all Lemon Law arbitrations for US and Puerto Rico
- Represented corporation in small claims court where permitted by law
- Assisted General Counsel with large Canadian litigation warranty case
- Created and development Lemon law arbitration policy and procedure manual
- Trained local service representatives throughout North America to improve customer service and reduce Lemon Law claims
- Ensured corporate compliance with Lemon Law compliance for all 50 states including post-arbitration compliance

### **Clayton & McCulloh, PA**

Orlando, Florida

1988-1989

- Paralegal to law partner who handled Condominium and Homeowner Association (HOA) litigation, transactional, and advisory matters for firm's large Orlando metro practice
- Drafted Condo/HOA documents and revisions
- Handled collection matters for Condo/HOA clients
- Created policies and procedures for the firm's legal assistants

## EDUCATION

### **NOVA SOUTHEASTERN UNIVERSITY Shepard Broad College of Law**

Fort Lauderdale, FL

Juris Doctor - 1996

#### **Honors:**

*Nova Law Review* Associate Editor (1996) and Junior Staff (1995)

Dean's List (1993-1996)

Goodwin Scholar Research Assistant

- Professor Elena Marty-Nelson
- Edited Professor's law review article published in *Rutgers Law Review*

Bernard T. Moyle Scholarship recipient

Simonoff Memorial Scholarship recipient

#### **Activities:**

Associate Editor, *Nova Law Review* (1995-96); Junior Staff, *Nova Law Review* (1994-95)

President (1995) and Vice President (1994) of Association of Trial Lawyers of America, Law Student Chapter (now named Nova Trial Association)

Phi Alpha Delta Marshal 1996

Co-Founder/Co-Chair: Association of Business Law Students (ABLS) 1995



Student leader participant - Dean Search Committee (1995)

**Law Student Externships:**

**City of Hollywood (FL) City Attorney's Office - Florida Bar Certified Legal Intern (Fall 1995)**

- Attend and participate in court hearings under supervision of Assistant City Attorney
- Handle trial preparation for Municipal Prosecutor
- Conduct legal research and produce pleadings and documents for City Attorneys

**Lewis Longman & Walker, PA, West Palm Beach, Florida (1995) Summer Associate at environmental law firm.**

- Provide legal research and writing assistance to Partner
- Read and summarize scientific articles and journals written by expert witness to prepare Partner for trial
- Coordinated and produced all exhibits for week-long trial in Tallahassee, Florida for Partner

**UNIVERSITY OF SOUTH FLORIDA**

Tampa, Florida

Bachelor of Arts, Mass Communications/ Broadcast News

Minor: Speech Communications

**Honors:** Themis Honor Society

**Experience:**

- National Public Radio (WUSF-FM and WUSF-TV) Tampa Affiliate
  - News Reporter
  - Researching, interviewing, writing, editing, broadcasting; multi-tasking and meeting production deadlines for four (4) years as student reporter and post-graduate reporter
  - Produce and record for WUSF-TV (NPR Affiliate-Tampa):
    - Public Service Announcements
    - Programming promos to advertise WUSF-TV programs to viewers
- NBC *Newswatch 8* News Reporter/Intern for NBC Tampa affiliate
  - Field reporting, writing, editing news for weekend news anchors
  - Use studio technology to help produce evening news

**UNIVERSITY OF CENTRAL FLORIDA**

Orlando, Florida

Bachelor of Arts, Legal Studies

- Obtained second BA while employed as Legal Administrator for Alfa Romeo Distributors of N.A. (a division of Fiat, S.p.A., Italy).

## PUBLICATIONS

Elena R. Minicucci, *Housing for Older Persons Exemption in the Fair Housing Amendments Act of 1988: Can Mr. Wilson Really Stop Dennis the Menace from Moving in Next Door?* 19:2 NOVA L.Rev. 761 (1995)

Elena R. Minicucci, Book Review, ELDER L. ADVOC. (Fla. Bar Elder L. Sec.) Fall 1997, at 21 (reviewing JO HERN CURRIS AND MICHAEL J. VIRGADAMO, *Representing the Elderly in Florida*)

## BAR MEMBERSHIPS AND COMMITTEES

- 1996-present The Florida Bar
- 1997-present United States District Court, Southern District of Florida
- 1997-present United States District Court, Northern District of Florida
- 2001-present United States District Court, Middle District of Florida
- 2012-present Supreme Court of the United States
  
- 2009-2015 Florida *Bar Journal/News* Editorial Board- Edit articles for monthly *Florida Bar Journal* magazine that is distributed to more than 100,000 attorney members of The Florida Bar
- 2009 Florida Bar Family Law Section Ad Hoc Committee- Parenting Coordinators
- 2008-present Family Law Section, The Florida Bar
- 2011-Present Broward County Bar Association and South Broward Bar Association

## PROFESSIONAL ASSOCIATIONS

AV Rated by Martindale-Hubbell – Highest Rating for Attorneys; Association of American Law Schools; American Bar Association; Broward County Bar Association; Licensed Florida Real Estate Salesperson (EWM Realty); Association of Fundraising Professionals; Council for Advancement and Support of Education (CASE)

## LECTURES AND SEMINARS

- 2017 Association of American Law Schools (AALS)  
AALS: founded in 1900, now consists of 179 ABA-approved law schools (c.2016), joined AALS in 2011-2012 academic year  
Section on Institutional Advancement Annual Meeting  
January, 2017 San Francisco, CA
  - Alumni Track Co-Chair – Develop all Alumni Track programming for 2017 Conference
  
- 2016 Association of American Law Schools (AALS)  
Section on Institutional Advancement Annual Meeting  
January 9 – 10, 2016 New York, NY
  - Planning Committee for 2016 Conference – Alumni Track

- Delivered Welcome Address to Section on Institutional Advancement “How to Get the Most Out of the Conference” prior to opening plenary session
- Panelist – Alumni Track, “Building Bridges Between Students and Alumni” organized and co-presented program:
  - Engaging students and alumni by affinity and co-curricular organizations
  - Mentoring Programs
  - Opportunities for alumni to engage with students through programs, events, moot court and trial competitions and coaching, and other ideas
- Workshop Co-Leader – Alumni Track, “Hot Topics Roundtable” organized and co-presented program:
  - Managing with limited resources (budgets and people)
  - Engaging faculty with alumni and donor prospects
  - Engaging alumni through social media
  - Working with other departments (Admissions, Student Affairs, Career Development, Donor Relations, Faculty, Marketing, Communications)

2015                    Association of American Law Schools (AALS)  
 Section on Institutional Advancement Annual Meeting  
 January 5, 2015, Washington, D.C.

- Workshop Co-Leader – Alumni Track, “Hot Topics in Alumni Relations: Accountability and Goal Setting, Affinity Engagement, Social Media and More”
  - Organized and co-presented program

2014                    Association of American Law Schools (AALS)  
 Section on Institutional Advancement Annual Meeting  
 January 4, 2014, New York City

- Panelist - Alumni Track, “Alumni Relations is for Everyone: Breaking Down Silos” organized and co-presented program:
  - Working with other departments within College of Law
  - Working with other colleges within University
  - Working with University Alumni Relations and Institutional Advancement

2014                    Association of American Law Schools (AALS)  
 Section on Institutional Advancement  
 May-December 2014

- Website Development Committee: Worked with AALS colleagues at law schools across the US to develop standards of review and management of new website for AALS member schools to feature:
  - (1) Innovative Programs and
  - (2) Faculty Accomplishments

2013                    Association of American Law Schools (AALS)  
 Section on Institutional Advancement  
 January, 2013 New Orleans, LA

- Attendee and Volunteer – assisted with seminar program logistics
- 2012      Legal Writing Institute One Day Workshop-National Conference  
 NSU Shepard Broad Law Center  
 December 7, 2012 – “Preparing Practice-Ready Students”  
 Co-Produced and Moderator of “The Softer Side”
- Teaching Alternative Dispute Resolution/Negotiation and Mediation to law students
- 2011      University of Florida  
 Levin College of Law  
 August 30, 2011
- *Interviewing and Counseling Clients in Mediation and Arbitration*
    - Guest Lecturer University of Florida law students enrolled in Mediation and Collaborative Law courses
    - Discussed mechanics of client interviews in mediation and collaborative law
    - Conducted interactive role play with students to demonstrate techniques
- 2011      Weston Business Leads Group  
 May 2011
- *What is Collaborative Family Law?*  
 Presented Collaborative Family Law overview to business professionals
- 2010      Weston Business Leads Group  
 May 2010
- *Land Use: Zoning and Code Regulations for Homeowners*  
 Presented overview of land use, zoning laws and regulations to business professionals
- 2009      St. Maximilian Kolbe Church  
 Pembroke Pines, FL
- *Finding Your Safe Harbor in an Economic Storm*
    - Created and produced a 4-week seminar for community group covering how to manage economic challenges (business and family)
    - Guest lecturers and presentations in workshop format

**COMMUNITY SERVICE ACTIVITIES/PROJECTS**

- 2013      Collaborative Law Professionals of South Florida, Inc.  
 Fort Lauderdale, FL  
 Director on Board of Directors for Florida non-for-profit corporation

- 2011-2012 Leadership Broward Class XXX. Working with a team, created a business and marketing plan for a Broward County, FL non-profit organization to assist it in launching a new online program, *Empowered Creative* (Ann Storck Center, Inc.)
- 2011 Country Isles Homeowners Association - Assist Board of Directors in creating new image and facilitating capital projects for 242 single family homes in Weston, FL.
- 2010 Collaborative Family Law Institute, Miami, FL  
Member
- 2002-2004 Country Isles Homeowners Association, Weston, FL.  
Chair of the Architectural Control Board
- >Created process and procedures for approving changes or improvements to homeowners' properties in deed restricted community
  - >Conducted meetings and hearings at which homeowners could present requests
  - >Worked with Board of Directors to ensure compliance with Rules and Covenants

#### **OTHER COMMUNITY ACTIVITIES**

Leadership Broward Class XXX  
 Hospice Care of Southeast Florida Planned Giving Advisory Board  
 Guardian Ad Litem State of Florida certified guardian  
 American Lung Association (South Florida)  
 American Cancer Society, Inc.  
 Florida Leaders Council  
 Ann Storck Center, Inc.  
 Church Stewardship Council  
 Bereavement Minister  
 Chair- Architectural Control Board-Country Isles HOA  
 Broward County Bar Association  
 Legal Aid Services of Broward County