

MICHELLE TSOI MURRAY
SHEPARD BROAD COLLEGE OF LAW
PANZA MAURER LAW LIBRARY

EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW Miami, Florida
Juris Doctor, *magna cum laude* May 2013

Class Rank: 2/50

GPA: 3.64/4.00

Law Review: Articles and Comments Editor, *FIU Law Review*

Book Awards: Contracts, Torts, Legal Skills & Values I (Fall 2009)
Constitutional Law, Legal Skills & Values II (Spring 2010)
Legal Skills & Values III (Spring 2011)

UNIVERSITY OF HAWAII AT MANOA Honolulu, Hawaii
Master of Library and Information Studies May 1990

GPA: 4.00/4.00

Honors: Pacific Asian Scholarship

THE CHINESE UNIVERSITY OF HONG KONG Hong Kong
Bachelor of Social Science May 1985

WORK EXPERIENCE

NOVA SOUTHEASTERN UNIVERSITY SHEPARD BROAD COLLEGE OF LAW
PANZA MAURER LAW LIBRARY Fort Lauderdale, Florida
Adjunct Professor of Law January 2019 – Present

- Teach Advanced Legal Research Techniques (LAW 0678) to upper level students.

Research and Reference Services Librarian November 2016 – Present

- Provide reference assistance to faculty, students, alumni, and community patrons.
- Participate in the Faculty Liaison Program by providing research to support scholarship activities of assigned faculty members.
- Create and maintain research guides on legal topics.

SCOTT WAGNER & ASSOCIATES, P.A. Jupiter, Florida
Attorney November 2015 – July 2016

- Counseled, represented clients, and provided litigation support in the following areas: civil rights, discrimination, retaliation, harassment, Family and Medical Leave Act, unpaid wages, minimum wages, overtime (FLSA), contracts, including non-compete agreements, whistleblowing activities, and wrongful discharge.

FOURTH DISTRICT COURT OF APPEAL West Palm Beach, Florida
Central Staff Attorney May 2014 – November 2015

- Worked directly with all twelve judges on the court with respect to cases in all areas of the law, motions, requests for emergency treatment, emergency motions, petitions for extraordinary writs, and post-conviction matters.

- Identified, researched, and analyzed legal issues, drafted legal memorandums with summaries of facts and arguments, and made recommendations to the judges regarding conclusions of law. Drafted orders and opinions.

Law Clerk to the Honorable Melanie G. May

August 2013 – May 2014

- Reviewed assigned cases in all areas of the law.
- Identified, researched, and analyzed legal issues, drafted legal memorandums with summaries of facts and arguments, and made recommendations to the judge regarding conclusions of law. Edited and proofread opinions.

FOURTH DISTRICT COURT OF APPEAL

West Palm Beach, Florida

Summer Intern to the Honorable Robert M. Gross

May 2012 – July 2012

- Prepared bench memorandums, checked citations, proofread opinions, and drafted an opinion under the guidance of the judge.

UNITED STATES DISTRICT COURT, SOUTHERN DISTRICT OF FLORIDA

West Palm Beach, Florida

Legal Intern to the Honorable James M. Hopkins

June 2010 – July 2010

- Researched pertinent issues on an assigned topic and prepared a comprehensive memorandum.

PALM BEACH COUNTY LIBRARY SYSTEM

West Palm Beach, Florida

Staff Development Coordinator

March 2002 – July 2009

- Supervised personnel and payroll functions and coordinated training activities for over 400 employees.
- Streamlined payroll functions and eliminated unnecessary overtime.
- Advised Assistant Library Director and assisted supervisors in resolving staff performance and disciplinary problems.
- Interpreted and explained personnel policy and procedures to employees.
- Supervised the updating of the library's *Personnel Manual* and *Supervisor's Manual*.
- Researched and developed training programs for employees of all levels.
- Coordinated and conducted individual and group training on computer software applications and personnel topics, and evaluated effectiveness of training programs.
- Collected training statistics and generated reports.
- Coordinated the library's Annual Training Day.
- Recipient of County Administrator's Golden Palm Award (2003) for designing and implementing Spanish language training for library employees.

MANDARIN LIBRARY AUTOMATION, INC.

Boca Raton, Florida

Mandarin Product Testing and Development Analyst

November 2000 – February 2002

- Performed alpha and beta testing of an integrated library system software, and worked with programmers in designing a new software module and enhancing functions of existing modules.

MIDDLE TENNESSEE STATE UNIVERSITY

Murfreesboro, Tennessee

Systems Programmer

June 2000 – July 2000

- Assisted in the administration of the University's UNIX server.

Email Communications Specialist

December 1998 – June 2000

- Planned, implemented, and coordinated the MTSU Email and Directory System Project, which involved migrating users from four different entrenched systems to one unified system, installing software, and training 1,600 faculty and staff members.

WILLIAMSON COUNTY PUBLIC LIBRARY

Franklin, Tennessee

Automation Librarian

September 1996 – December 1998

- Implemented the library's first automation system, which included planning, installation, budgeting, and management of all automation-related activities of a library system consisting of one main library and five branch locations.

BRANFORD PRICE MILLAR LIBRARY, PORTLAND STATE UNIVERSITY

Portland, Oregon

Assistant Systems Librarian

August 1994 – July 1996

- Operated and maintained the library's computer systems and trained library faculty and staff how to effectively and efficiently use databases and other electronic resources.

WAKE FOREST UNIVERSITY PROFESSIONAL CENTER LIBRARY

Winston-Salem, North Carolina

Cataloging/Automation Librarian

September 1991 – July 1994

- Planned, implemented, and maintained an online integrated library system. Cataloged law library materials.

BAR ADMISSIONS

State of Florida	2013
United States District Court Southern District of Florida	2015
United States District Court Middle District of Florida	2015

PROFESSIONAL DEVELOPMENT

Volunteer Attorney, Florida Free Legal Answers Online Pro Bono Project 2017 - Present

PRESENTATION

- **Co-presenter**, 2018 SEAALL Annual Meeting, *Building Your Following: The Positive Impact of Library Participation in an Academic Success Program* April 14, 2018

PROFESSIONAL AFFILIATIONS

<i>Member</i> , American Association of Law Libraries	2016 - Present
<i>Committee Member</i> , Bylaws and Resolutions Committee	2017 - Present
<i>Committee Member</i> , Grant Committee, Research Instruction & Patron Services-Special Interest Section (RIPS-SIS)	2017 - Present
<i>Member</i> , Academic Law Libraries Special Interest Section	2017 - Present
<i>Member</i> , RIPS-SIS	2016 - Present
<i>Member</i> , Asian-American Law Librarians Caucus	2016 - Present
<i>Member</i> , American Bar Association	2017 - Present
<i>Member</i> , Southeastern Chapter, American Association of Law Libraries	2016 – Present
<i>Committee Member</i> , Scholarship Committee	2018 – Present

FOREIGN LANGUAGE

Fluent in Chinese (traditional characters and Cantonese)