

7+ YEARS EXPERIENCE

# MATTHEW CARBONELL

Advocate | Enterpriser | Organizer

## STRATEGIST

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### EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY  
B.A., Political Science (Dean's List x2)

CORE  
SKILLS

3

HIGH-STAKES

- CRISIS MANAGEMENT

FISHER & URY


- PRINCIPLED NEGOTIATION


EXECUTIVE & DIPLOMATIC

- STAKEHOLDER ENGAGEMENT



# PROFESSIONAL SUMMARY

 : Matthewjamescarbonell@gmail.com

 : 305-764-2999

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*Resolution-driven professional with proven success in advocacy, mediation, and large-scale corporate and community organization. Practiced in the crucible of crisis and the arena of persuasion. Distinguished for overseeing life-or-death conversations as a Donor Family Advocate, defending defenseless children as a Guardian ad Litem, and drafting legal documents with a keen eye for principle and an ear for what prevails in court as a Criminal Defense Law Clerk.*

*Recognized as both an empathetic innovator and an unyielding arbiter, I've ushered high-stakes disputes past the Rubicon of settlement, ignited sales teams with metrics turned to milestones, and warmed shy slices of bread into bona fide Toastmasters on Coral Gables' famed Miracle Mile.*

*Now seeking to leverage these talents in advocacy, communications, and training to create lasting, human-centered solutions that balance justice, equity, and impact.*

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## WORK EXPERIENCE

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### Donor Family Advocate

*Life Alliance Organ Recovery Agency | Miami, FL | Oct 2024 – Jul 2025*

- Facilitated life-or-death communications between medical elite and donor hero families.*
- Ensured unwavering, culturally-tailored care to grieving families in the crucible of loss.*
- Executed precise medical charting and lab interpretation, safeguarding organ viability as a catalyst to turn tragedies into miracles.*

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### Central Case Manager & County Mediator — Broward County Clerk of Court

*Broward County Clerk of Court | Fort Lauderdale, FL | Dec 2023 – Jul 2024*

- Ushered high-stakes disputes between law enforcement, attorneys, and criminal offenders, preserving calm authority while shielding freedom, equity, and justice past the Rubicon of settlement.*
- Deployed crisis intervention techniques to de-escalate volatile confrontations and restore order at the brink of a flashpoint.*
- Implemented lateral thinking and psychological intuition to identify root causes of disputes and guide parties to amelioration.*

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### Client Expert & Team Leader

*Del-Tex Elite Marketing | Davie, FL | May 2023 – Dec 2023*

- Commanded CRM software like a cockpit dashboard, tracking every lead, touchpoint, and close with 10x precision.*
  - Turned cold leads into warm handshakes using the three magic C's: Confidence, Clarity, and Consistency.*
  - Tailored solutions like a bespoke suit, fitted to the client's pain points, and negotiated deals that closed with mastery, not maybes.*
  - Monitored my crystal ball of industry trends, converting zeitgeist foresight into closed deals.*
  - Ignited my sales team with KPI-driven coaching, catapulting metrics into momentum and feedback into fireworks.*
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## WORK EXPERIENCE *(Continued)*

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### Criminal Defense Firm Law Clerk

*Law Offices of Barry M. Wax | Miami, FL | June 2022 - December 2022*

- Researched statutes, case law, and procedural rules — because in criminal defense, precedent isn't just persuasive, it's paramount.*
  - Crafted memoranda, motions, and pleadings with a Cardozoan eye for principle and a professional ear for what prevails in court.*
  - Maintained and mobilized case files while safeguarding sensitive evidence, ensuring it was unassailable and gavel-ready.*
  - Conferred with clients to capture critical case details while cultivating trust throughout their trial.*
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### Family Mediation Firm Clerk

*Gables Mediation | Davie, FL | February 2014 – Dec December 2018*

- Processed sensitive case files and drafted marital settlement agreements, alimony calculations, and child support plans while ensuring every detail was primed for the inevitable drama of dispute.*
  - Served as the discreet liaison for clients and mediators, parsing the simmering scandals from the legally pertinent.*
  - Guarded confidential information with unwavering discretion, ensuring private matters stayed private.*
  - Organized case files with the utmost care and discretion, keeping secrets safe and neutrality at the forefront.*
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## LEADERSHIP & SERVICE

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### Toastmasters Head of Recruitment (Miracle Mile)

*Toastmaster's International | Miami, FL | January 2022 - December 2023*

- Delivered heartfelt recruitment campaigns that established my guild as a premier hub for leadership development in Coral Gables' famed Miracle Mile, warming shy slices of bread into bona fide Toastmasters.*
  - Supervised social media outreach, driving a 20% surge in membership from January 2022 to December 2023.*
  - Guarded confidential information with unwavering discretion, ensuring private matters stayed private.*
  - Orchestrated large-scale recruitment events, turning interest into a tight-knit, sustainable family.*
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## Guardian Ad Litem Volunteer

*Florida Guardian Ad Litem Program | Miami, FL | November 2020 - October 2024*

- *Defended the defenseless, standing as the sole bridge between justice and chaos for children facing abuse, neglect, and abandonment.*
- *Spearheaded local programming around Delta Upsilon's international philanthropy, the Global Service Initiative (GSI), mobilizing students and resources to support community impact and global outreach.*
- *Categorically investigated legal repositories like LexisNexis, Westlaw, and public record databases to uncover critical evidence with speed, accuracy, and purpose.*
- *Singlehandedly conducted forensic assessments of prospective guardians' adoptive suitability through candid dialogue while clandestinely decoding nonverbal cues and scrutinizing environmental context.*
- *Strategically apportioned community resources to each case, ensuring interventions were narrowly tailored and effective.*
- *Synthesized legal records, interviews, and observations to construct permanency plans — decisive, legally enforceable mandates for safe, stable, long-term home placements.*
- *Authored and filed legally sound, court-ready documents while maintaining airtight records in strict adherence to Florida Statutes.*

## Delta Upsilon Fraternity - Founding Father & Director of Outreach

*Florida International University | Delta Upsilon | June 2018 - April 2021*


- *Established FIU's chapter of Delta Upsilon from the ground up, anchoring it in the fraternity's Four Founding Principles: Advancement of Justice, Promotion of Friendship, Development of Character, and Diffusion of Just Culture.*
- *Spearheaded local programming around Delta Upsilon's international philanthropy, the Global Service Initiative (GSI), mobilizing students and resources to support community impact and global outreach.*
- *Forged an outreach and recruitment framework from scratch, cultivating partnerships, driving membership growth, and embedding Delta Upsilon's mission and culture within FIU's campus life.*
- *Singlehandedly conducted forensic assessments of prospective guardians' adoptive suitability through candid dialogue while clandestinely decoding nonverbal cues and scrutinizing environmental context.*
- *Strategically apportioned community resources to each case, ensuring interventions were narrowly tailored and effective.*


## EDUCATION

### Juris Doctor - J.D. - Applicant (Law School 2L Curriculum)

*Nova Southeastern University Shepard Broad College of Law-Fort Lauderdale, FL  
June 2021 - January 2023*

# EDUCATION *(Continued)*

 : [Matthewjamescarbonell@gmail.com](mailto:Matthewjamescarbonell@gmail.com)

 : 305-764-2999

## Political Science (Bachelor of Arts Degree)

*Florida International University | Miami, FL | June 2016 - April 2021*

## Dual Enrollment Accelerated Curriculum (Junior Year)

*School for Advanced Studies | Miami-Dade College | August 2014- May 2015*

## High School Diploma

*Miami Palmetto Senior High School | Miami, FL | August 2012- May 2016*

# EXPERTISE

## Specializations & Dicipines

### *Juris Doctorate Program*

- *Contracts*
- *Torts*
- *Civil Procedure*
- *Legal Writing and Research*
- *Constitutional Law*
- *Criminal Law*
- *Evidence*
- *Professional Responsibility*

### *Bachelor of Arts Degree*

- *International Relations*
- *Logic; Statistics*
- *Public Policy; Crime & Society*
- *Comparative Politics*
- *Communication Theory; Persuasion*
- *Psychology; Theory of Personality*
- *Principles Of P.R.*
- *American Government*

## Skills

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| <ul style="list-style-type: none"><li>• <i>Interviewing</i></li><li>• <i>Customer service (3+ Years Experience)</i></li><li>• <i>Legal Case Management</i></li><li>• <i>Client Relations &amp; Expertise</i></li><li>• <i>Reporting and Evaluation</i></li><li>• <i>Lead generation (1+ Years Experience)</i></li><li>• <i>Advocacy &amp; Public Speaking</i></li><li>• <i>Telemarketing &amp; Outbound Sales</i></li><li>• <i>Salesforce CRM</i></li><li>• <i>Audience Targeting &amp; Segmentation</i></li><li>• <i>Computer Proficiency (Microsoft 365, Google Workspace)</i></li><li>• <i>Critical Care &amp; ICU Medical Knowledge</i></li><li>• <i>Mediation &amp; Conflict Resolution Techniques</i></li><li>• <i>HIPAA Compliance &amp; Confidentiality</i></li><li>• <i>Strategic Communications Planning</i></li><li>• <i>Media &amp; Public Relations</i></li><li>• <i>Superb Verbal &amp; Written Communication Skills</i></li><li>• <i>Training Program Development &amp; Facilitation</i></li><li>• <i>Trauma-Informed Care &amp; Crisis Intervention</i></li><li>• <i>Disability Needs Awareness &amp; Accommodation</i></li><li>• <i>Research Methodology &amp; Execution</i></li><li>• <i>Crisis Logistics &amp; Response Planning</i></li><li>• <i>Event Planning &amp; Coordination</i></li></ul> | <ul style="list-style-type: none"><li>• <i>Sales &amp; Business Development</i></li><li>• <i>Conflict Resolution &amp; Mediation</i></li><li>• <i>Legal Office Administration</i></li><li>• <i>Retail Sales Operations</i></li><li>• <i>Leadership &amp; Team Development</i></li><li>• <i>Records Management &amp; Filing Systems</i></li><li>• <i>Social Media Strategy &amp; Engagement</i></li><li>• <i>Community Outreach &amp; Engagement</i></li><li>• <i>Negotiation &amp; Persuasion Skills</i></li><li>• <i>Crisis Communication Management</i></li><li>• <i>Data Analytics &amp; Organizational Skills</i></li><li>• <i>Industry-Specific Knowledge &amp; Compliance</i></li><li>• <i>Stakeholder Engagement &amp; Management</i></li><li>• <i>Client Relationship Management (CRM)</i></li><li>• <i>Project Management Methodologies (Agile, Waterfall)</i></li><li>• <i>Content Strategy Development</i></li><li>• <i>Advanced Legal Research</i></li><li>• <i>Advanced Policy &amp; Non-Legal Research</i></li><li>• <i>Regulatory Compliance &amp; Risk Management</i></li></ul> | <ul style="list-style-type: none"><li>• <i>Emotional Intelligence (EQ)</i></li><li>• <i>Empathy &amp; Compassionate Communication</i></li><li>• <i>Cross-Cultural Sensitivity &amp; Awareness</i></li><li>• <i>Adaptability &amp; Flexibility</i></li><li>• <i>Active Listening Skills</i></li><li>• <i>Relationship &amp; Rapport Building</i></li><li>• <i>High-Stakes Decision-Making</i></li><li>• <i>Ethical Judgment &amp; Integrity</i></li><li>• <i>Confidentiality &amp; Information Security</i></li><li>• <i>Legal Document Drafting</i></li><li>• <i>Legal &amp; Professional Writing</i></li><li>• <i>Process Improvement Strategies</i></li><li>• <i>Workflow Optimization</i></li><li>• <i>Data Entry &amp; Accuracy Management</i></li><li>• <i>Records &amp; Information Management</i></li><li>• <i>Time Management &amp; Multitasking</i></li><li>• <i>Task Prioritization &amp; Organization</i></li></ul> | <ul style="list-style-type: none"><li>• <i>Crisis Intervention &amp; De-escalation</i></li><li>• <i>Training Program Development</i></li><li>• <i>Employee Onboarding &amp; Orientation</i></li><li>• <i>Public Education &amp; Outreach</i></li><li>• <i>Awareness Campaign Development</i></li><li>• <i>Coalition-Building &amp; Stakeholder Collaboration</i></li><li>• <i>Partnership Development &amp; Management</i></li><li>• <i>Data Analysis &amp; Interpretation</i></li><li>• <i>Insight Generation &amp; Reporting</i></li><li>• <i>Database Design &amp; Management</i></li><li>• <i>Social Media Strategy &amp; Campaign Management</i></li><li>• <i>Research Methodology &amp; Execution</i></li><li>• <i>Presentation Design (PowerPoint, Canva, Prezi)</i></li><li>• <i>Presentation &amp; Public Speaking Delivery</i></li><li>• <i>Emergency Response Coordination</i></li></ul> |
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