**Rachel Boyette**

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(727) 424-1106| 55boyette55@gmail.com

**Date available to begin work:**  Immediately

**SUMMARY STATEMENT**

3 years experience in Investigative work in a Civil Office of State Government, after having graduated from one of the top ranked Liberal Art Colleges. My determination to perform above expectations is driven by a strong work ethic and to help those in need. I perform well under pressure and have excellent analytic skills.

**PROFESSIONAL SKILLS**

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| **Education** | Bachelor of Arts in History from Amherst College, Masters Degree in CyberSecurity with a concentration in Digital Forensics, University of South Florida. |
| **Employment** | With great attention to detail, negotiation skills, and gathering of evidence, I routinely contribute to some of our office's most noteworthy successes, and am often the individual who others turn to for guidance in our investigative software. |
| **Personal** | Dependable, responsible and determined, I work to exceed expectations and take great value in helping the consumers who turn to our office in need. |

**PROFESSIONAL WORK EXPERIENCE**

**Investigation Specialist II**,November 2017 – Present

**Attorney General's Office of Florida,**  Tampa, FL  
**Salary**: $32,800 per year

**Job Type**: 40 hours per week, Full-Time  
**Supervisor:** William Featheringill, (813) 287-7950

Prior to earning the title of Investigation Specialist II, I was an OPS Research Assistant at the Attorney General's Office from November 2017 - February 2018, and an Investigation Specilaist I from February 2018 - February 2019.

Objectives are to investigate consumer complaints and companies which may be violating Florida Chapter 501. I am assigned to our Mortgage and Foreclosure initiative which works closely with national banks and other lending institutions to resolve housing matters pertaining to the public interest. Other responsibilities over the past year have included testifying in court, assisting with depositions and sworn statements, and working undercover in multiple cases, including the statewide e-cig initiative. I have a great understanding of the needs of our office and communicate with our team to ensure all assignments are completed quickly. This includes analyzing hundreds of bank and financial records, tracking patterns of corporate behavior, collecting documented evidence, drafting subpoenas and affidavits as well as creating interview reports.

**OTHER WORK EXPERIENCE**

**Legal Assistant**,September - October, 2017

**DeWitt Law Firm,** Clearwater, FL  
**Salary**: $11 per hour

**Job Type**: 40 hours per week, Full-Time  
**Supervisor:** Dennis Szafran

Worked at a 3-person law firm which specialized in Probate, Guardianship and Bankruptcy. Daily tasks included drafting legal contracts, contacting court and other legal counsel to attain and submit information on case status’, interviewing and creating reports on potential and retained clients, drafting affidavits, managing the lead Attorney’s schedule, sending certified mail, and organizing files.

**SafeRide Driver**,September 2016 – May 2017

**Amherst College,** Amherst, MA  
**Salary**: $10 per hour

**Job Type**: 8-10 hours per week, Part-Time  
**Supervisor:** Amherst College Police Department, (413) 542-2291

Worked alongside Campus Police of Amherst College to answer non-emergency calls. Responsibilities included testing and managing emergency equipment, responding to non-emergency requests for transportation and to unlock buildings, as well as organizing and creating reports for official Campus Police use.

**Resident Counselor**,September 2014 – May 2016

**Amherst College,** Amherst, MA  
**Salary**: $2,600 per year

**Job Type**: 20 hours per week, Part-Time  
**Supervisor:** Office of Residential Life, (413) 542-2161

Managed a dorm with 80+ residents, and acted as a counselor, program organizer, and student adviser. Developed communication, organization, and problem-solving skills.

**EDUCATION**

**Masters Degree in CyberSecurity,** Anticipated March 2021

University of South Florida, Tampa, FL GPA 3.9

**Bachelor of Arts in History**, May 2017

Amherst College, Amherst, MA, GPA 3.25

**CERTIFICATIONS/ACHIEVEMENTS**

**Significant Individual Achievement Award (Statewide )**, December 2020

Attorney General's Office of Florida, Consumer Protection, Tallahassee, FL

Awarded due to securing nearly $300k to consumers during the COVID pandemic regarding COVID-related issues.

**"Consumer Care" Award (Regional)**, December 2019

Attorney General's Office of Florida, Consumer Protection, Tallahassee, FL

This award is to acknowledge the Investigator, Administrator, or Attorney in the Tampa, FL division who goes above and beyond what is required to make sure consumer victim concerns are adequately addressed, escalated, and researched.

**"Most Valuable Team Initiative - OCWEN" Award (Regional)**, December 2019

Attorney General's Office of Florida, Consumer Protection, Tallahassee, FL

This award acknowledges the team who worked in conjunction wiht the CFPB to address concerns that Ocwen, PHH Corp. had operated in deceptive or unfair means. UPDATE: The Florida Attorney General reached a settlement amounting to $8.6 million in relief to consumers who complained to the Attorney General's Office of Florida.

**Prescribed Burn Management Certificate**, 2013 - Present

Auburn University, Auburn, FL

**Lane Fellowship Grant for Creative Artists**, May 2017

Amherst College, Amherst, MA

**TRAINING**

**Introductory Human Trafficking Awareness Training,** December 14, 2020, 4 hours

FLETC, Online

**Foundations of Intelligence Analysis Training,** June 3-7, 2019, 40 hours

NW3C, Saint Augustine, FL

**VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

**Assistant Varsity Women’s Basketball Coach, Head Junior Varsity Women’s Basketball Coach, Pinellas Park High School,** August, 2017 - 2018

Pinellas Park, FL

Responsibilities included creating daily practice schedules, guiding students in academic and personal obstacles, and coaching games.

**Basketball Coach, Pasadena Church,** Summers of 2015 - 2018

Saint Petersburg, FL

Worked with children from ages 6-18 on building interpersonal and athletic skills.

**Legal Advocate, Safe Haven Domestic Abuse Shelter**, June - August 2015

Clearwater, FL

Completed through FCADV (Florida Coalition Against Domestic Violence) which focused on the law as it is applied to charges of domestic abuse, as well as how to communicate with victims and/or abusers. Volunteered at a domestic abuse shelter and worked in the St. Pete Judicial Circuit courthouse as a legal advocate.