EXPERIENCE

COLSON HICKS EIDSON, P.A., Coral Gables, Florida

August 2015 – Present

Paralegal – Assist lead counsel on litigation and investigation matters involving product liability, personal injury, and medical malpractice claims, including providing assistance and support with respect to discovery obligations; communication with clients in connection with factual investigations and evidence compilation; the compilation, organization and maintenance of litigation records, and drafting legal memoranda, pleadings, letters, and other substantive correspondence to clients and opposing counsel, such as Subpoenas, discovery request sand responses, Motions to Compel, Replies, and Responses to Motions to Dismiss. Conduct legal review and analysis of documents. Track and monitor projects and manage firm database. Provide legal support in preparation for depositions, hearings, mediations, and trials. Provide presentation support for lead counsel, particularly, PowerPoint presentations. Perform special projects/assignments as directed by lead counsel including, analysis of unique problems and propose solutions, remaining informed of changes in laws that affect client areas and conduct legal and factual research.

FOGEL RUBIN & FOGEL, Miami, Florida

May 2015 – July 2015; August 2010 – December 2013

J.D. Law Clerk – Drafted pleadings, letters, and other substantive correspondence to clients and opposing counsel, such as Petitions, Answers, Subpoenas, Financial Affidavits, discovery requests and responses, Mandatory Disclosure, Prenuptial Agreements and Marital Settlement Agreements. Conducted legal research on Westlaw and in print. Assisted attorneys in court and in depositions by analyzing discovery production, preparing questions for witnesses, obtaining information from witnesses, summarizing witness testimony, and through regular interactions with clients.

CARLOS A. ACOSTA IMMIGRATION LAW CLINIC, Miami, Florida

May 2014 - December 2014

Legal Intern – Provided *pro bono* legal representation for low-income aliens in removal proceedings in immigration courts. Interviewed clients and conducted legal research to interpret and apply immigration laws, policies, and procedures to determine eligibility for immigration benefits and relief from removal to obtain legal status in the United States. Drafted legal briefs, memoranda, and pleadings for sensitive and complex hearings involving eligibility for asylum, refugee, T-Visa, and withholding of removal. Conducted factual research and completed applications for asylum and T-Visa, including obtaining information regarding country conditions and treatment of refugees and other minorities in various countries.

VOLUNTEER EXPERIENCE

FLORIDA GUARDIAN AD LITEM PROGRAM, Miami, Florida, *Certified Guardian ad Litem*, February 2016 – Present HABITAT FOR HUMANITY, Miami, Florida, *Volunteer Builds*, 2015 – Present MIAMI RESCUE MISSION, Miami, Florida, *Volunteer*, 2017 – Present

EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW, MIAMI, FLORIDA

Juris Doctor, cum laude, December 2014

Dean's Scholar (top 10% of incoming class; merit scholarship)

Betty G. Reader Foundation Scholar

FIU College of Law First Generation Scholar

CLASS RANK: 15/104 GPA: 3.45/4.00

HONORS: Dean's List (all semesters) LAW REVIEW: *FIU Law Review*, Editor

AWARDS: Excellence in Service to the Carlos A. Costa Immigration and Human Rights Clinic

ACTIVITIES: Board of Advocates Moot Court; Federalist Society, Student Chapter Day Vice President; Women's

Law Society; Temporary Research Assistant; American Bar Association Law Student Division

FLORIDA INTERNATIONAL UNIVERSITY, HONORS COLLEGE, MIAMI, FLORIDA

Bachelor of Art, Political Science and Philosophy, magna cum laude, April 2012

Certificate in Law, Ethics, and Society, April 2012

GPA: 3.79/4.00

HONORS: Dean's List (all semesters)

National Honor Society

ACTIVITIES: Pi Sigma Alpha The National Political Science Honor Society, Treasurer

Advanced Research and Creativity in Honors Convention, Title: The Professor in the Attic (a study of the

effect of university artifacts on gender politics)

LANGUAGES: Proficient Spanish

LICENSES: Notary Public – State of Florida

INTERESTS: Health and Fitness; Training for competitive obstacle courses (Spartan); Sport fishing