### Rachel A. Tolentino

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603 Whetstone Mills, Dayville, Ct 06241

Objective

*Seeking a challenging legal opportunity where I can utilize my legal education and diverse professional experience.*

Bar Membership

***Admitted to Texas State Bar – May 2011***

### Education

#### Thomas M. Cooley Law School, Lansing, MI

Juris Doctor, September 2010

* *Dean’s List*
* *Accelerated 2-year program*
* *Litigation concentration*

#### Roger Williams University, Bristol, RI

Bachelor of Science in Criminal Justice, May 2008

* *Dean’s List*

### Legal Experience

## Tax Masters, Houston, TX

Attorney, September 2011 to December 2011

* *Interpreted and analyzed state and federal tax laws*
* *Coordinated with Taxpayer Advocates for difficult tax issues needing resolution*
* *Analyzed client’s financial and legal documents**to determine taxpayer’s liability under Tax laws*
* *Negotiated taxpayer liability to reach a resolution with IRS or State Tax Offices*
* *Attended Collection Due Process hearings*
* *Discussed and advised taxpayer on collection options including installment agreements, offers in compromise and not collectible status*
* *Coordinated with Revenue Officers and submitted requested substantiating documents including pay stubs, utility statements and bank account information*

## The Strong Firm, P.C., The Woodlands, TX

Law Clerk, May 2010 to August 2010

* *Drafted demand letters and began collection process for commercial clients*
* *Acted as person of contact for landlords and tenants in dispute*
* *Resolved covenant violations on behalf of The Woodlands Township*
* *Settled and negotiated insurance claims on behalf of Hurricane Ike victims*
* *Drafted and revised commercial and residential real estate contracts*
* *Point of contact for commercial lease review and finalization*
* *Completed entity formations according to clients’ business*
* *Drafted operational documents of newly formed businesses*
* *Significant contract drafting, revision and negotiation*
* *Negotiated retail space, signage and rights-of-way for newly opened franchises*

## Elder Law of Michigan, Lansing, MI

Legal Intern, October 2009 to April 2010

* *Not for profit legal assistance for the aging*
* *Advised elderly clients on courses of action concerning various legal issues including estate planning, medicare and bankruptcy*

#### Gerstenblatt Law Offices, Warwick, RI

Paralegal, April 2008 to September 2008

* *Resolved personal injury claims*
* *Insurance defense*
* *Summarized medical records and established medical time-lines*
* *Coordinated and collected subrogation payments*
* *Drafted legal documents, pleadings, motions, briefs and releases*
* *Conducted and responded to discovery, depositions, arbitrations and client interviews*
* *Administrative duties including calendar management, heavy filing, answering the telephone etc.,*

#### CVS Corporation, Woonsocket, RI

Government Relations Intern, June 2007 to September 2007

* *Analyzed and modified contractual agreements*
* *Delegated allotted funds to non-profit organizations*
* *Calculated corporate philanthropic spending per state for 2005-2007*

### Computer Skills

***Advanced proficiency in Microsoft Office; Westlaw, LexisNexis; ProDoc; and Atlas***