LIZ MARIE RODRIGUEZ

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**PROFESSIONAL SUMMARY**

Dependable and organized legal specialist with 12 years of experience and proven skills in conducting legal research, excellent background in contract review and preparation, notary documentation, and regulatory filings. Seeking to support the Office of General Counsel, Department of Housing and Urban Development with outstanding legal review and research skills. Have demonstrated legal support at the Nassau County Clerk of the Circuit Court and Comptroller Office by reducing litigation costs and legal bills by 75% by addressing potential litigation promptly.

**PROFESSIONAL EXPERIENCE**

**Document Review Attorney**

* Analyzed complex legal documents including emails, contracts, spreadsheets and other financial documents.
* Determined which issues applied to each document and coded the documents accordingly.
* Reviewed and determined if the document was responsive to the issues in the case and determined if any type of attorney-client privilege applied.
* Performed quality control on other reviewers work to ensure the client was receiving a top quality product.

**Licensed Tax Professional 2018-11—2019-02**

Tax Defense Network, Jacksonville, FL

Salary $52,000 Hours per week /40

Supervisor: Karle Simmons 904-421-4410, may contact

* Managed clients files (individuals and business).
* Conducted phone tax interviews with clients to gather information necessary for tax problem resolution.
* Prepared an extensive and accurate analysis of client’s tax issues.
* Completed financial statements to determine best tax resolution options for the client.
* Defended individuals against excessive penalties and fees assessed after Income Tax Audits.
* Successfully, negotiated with the IRS to lift levies and wage garnishments with more than 85% favorable determination rate.
* Drafting demand letters and interpreting legal documents.
* Negotiating a client's financial position in tax resolution cases.
* Legal research and client intake for audit purposes.
* Significantly reduced balances due for audit cases, managed high volume caseload for audit and resolution.

**Executive Projects Coordinator 2014-04—2018-10**

Nassau County Clerk of the Circuit Court & Comptroller, Yulee, FL

Salary $50,000 Hours per week 37.5

Supervisor: John A. Crawford 904-548-4600, may contact

**Duties, accomplishments, and related skills**

**Compliance Review:**

* Reviewed Board of County Commissioner (BOCC) agenda items for compliance, and attended Agenda Review Meetings for compliance discussion prior to BOCC meetings. Including contract drafting, monitoring existing contracts and modifying contracts for renewal or extensions.
* Reviewed legal and financial documents to ensure contract adherence.
* Conducted comprehensive legal reviews.
* Chaired the Web Committee and ensures the Clerk’s website is accurate, informative and up-to-date.

**Freedom of Information:**

* Handled sensitive and confidential issues while responding to public records requests (FOIA) to the media and the general public with more than 95% accurate release of records.
* Principal internal point of contact for public records request and inquiries to include providing training and presentations to key personnel.
* Researched and analyzed statutes, recorded judicial decisions, legal articles, and authoritative literature as it pertain to public records law and FOIA.
* Facilitated staff compliance with Florida’s Public Records Law.
* Attended outside functions as requested by the Clerk or Chief of Staff.

**Human Resources:**

* Supported the implementation and administration of employment policy, communications, procedure and programs.
* Assisted with Human Resources functions in the absence of the Chief Deputy of Human Resources, including experience in employee recruitment and retention, staff development, conflict resolution, HR records management, HR policies development and legal compliance.
* Responsible for counseling senior management regarding employment and labor law knowledge.
* Assisted with legal research and summaries at the request of the Clerk and/or Chief of Staff.
* Reduced litigation costs and legal bills by 75% by addressing potential litigation promptly.

**Contact Service Representative 2011-10—2014-04**

Internal Revenue Service, Jacksonville Florida

Salary $40,000 Hours per week 40

Supervisor: Sandra Martinez 904-545-5640, may contact

* Worked primarily with taxpayers and their representatives through telephone providing authoritative tax law assistance and taking action where needed to resolve their tax issues, often involving delinquent situations.
* Provided technical assistance to individuals and/or businesses primarily through telephone interaction in a dynamic call center environment, and/or face-to-face contact.
* Addressed wide range of issues/problems that require unique solutions.
* Applied the tax code to assist taxpayers in understanding and meeting their tax responsibilities.
* Secured, analyze and protect sensitive personal and financial information.
* Made determinations and use sound judgment to resolve taxpayer disputes and delinquency issues.

**Attorney- Civil Division 2007-2009**

Departamento de Justicia, San Juan, Puerto Rico

Salary $45,000 Hours per week 40

Supervisor: Maytee Texidor 787-721-2900, may contact

* Represented the Commonwealth of Puerto Rico and its agencies through defensive litigation in a broad mix of civil cases. Primarily, lawsuits including torts claims, tax law and takings.
* Personally handled and litigated all civil matters from inception to resolution.
* Carried 100 plus case load with 93% favorable decisions in high profile cases for the Commonwealth of Puerto Rico.
* Conducted legal research and document review. Prepared legal memoranda on litigation issues; attended depositions; participated in witness interviews.
* Prepared all pleadings and motions appropriate for the case. As well as arguing motions before the court.

**BAR ADMISSION**

Puerto Rico- Bar number: 16007. Status: Active member

Eligible for Florida Authorized House Counsel Status

**EDUCATION**

Pontifical Catholic University of Puerto Rico School of Law, Ponce Campus (ABA accredited)

2001-2004

* Graduated 5/2004
* GPA: 3.17
* Volunteered at the local Indigent Legal Office (2004)

University of Puerto Rico, Mayaguez Campus (MSA accredited)

1996-2000

* Graduated 12/2000
* Bachelor’s Degree in Business Administration
* Major: Organizational Studies and Human Resources Management.
* Honors**:** Cum Laude.
* GPA: 3.24
* Won third place in Puerto Rico Young Entrepreneurs competition (1999)

Blanca Malaret High School

1992-1996

* Graduated 5/1996
* GPA: 4.0
* Gained Leadership as Class Secretary

**Computer Skills**

* Microsoft office, particularly Word, Excel, and Power Point
* Westlaw
* LexisNexis

**Skills**

* Interpret and analyze legal documents.
* Knowledge in Microsoft product and developing business metrics.
* Legal terminology.
* Effective maintaining employee relations.
* Ability to handle sensitive information effectively.

**Languages**

* English (fluent)
* Spanish(fluent)

**Hiring path**

* Military spouse