

# Rebecca A. Taylor

9185 Ramblewood Drive  
Apartment 636  
Coral Springs, Florida 33071  
Cell Phone: 954-461-6206  
Email: rataylor75@yahoo.com

## EMPLOYMENT

### **Law Offices of Robert H. Dolman**, Fort Lauderdale, Florida

Law Clerk/Office Manager, June 2003 - April 2004, August 2004 - present

- Prepare motions, pleadings and correspondence, attend depositions and court hearings, assist with client interviews, conduct legal research, prepare for trials.
- Head paralegal, oversee work of other paralegals in office.
- Conduct office billing and banking using Quickbooks Pro and Quicken.
- Conducted independent research and located important evidence for client, which was a factor in opposing counsel withdrawing from case.
- Drafted motion to dismiss complaint which was granted by circuit judge.

### **Environmental Law and Land Use Law Center (ELULC)**, Fort Lauderdale, Florida

Certified Legal Intern/Research Assistant, January 2003 - December 2003

- Intern for Professors Richard Grosso and Brion Blackwelder in ELULC.
- ELULC specializes in growth management and environmental legal and policy issues in Florida. Instruction on legislature, Everglades, areas of critical state concern, zoning, concurrency, eminent domain, administrative law, comprehensive plan amendment, permit, and rule challenges.
- Draft letter to county commissioners regarding zoning decisions, prepare direct examination questions for trial, review and prepare report on recent legislation, draft motion to intervene, draft motion to extend filing period, prepare argument for hearing on motions to intervene and to dismiss complaint, proofread initial appellate brief.
- Attended 2003 and 2004 Public Interest Environmental Conference in Gainesville, and 2004 Growth Management and Environmental Permitting Course given by Florida Chamber of Commerce.

### **Fifteenth Judicial Circuit**, West Palm Beach, Florida

Pro Bono Internship, Summer 2002

- Assignment with Circuit Court Criminal Division.
- Review motions for post-conviction relief filed pursuant to Fla. R. Crim. Pro. Rules 3.800 and 3.850.
- Perform legal research, prepare orders and memoranda of law for judges' signatures.
- Wrote memorandum of law which is now part of the official record in case numbered 88-8523CF A02, to which defendant and state attorney were ordered by Judge Marvin Mounts to respond.
- Received favorable reviews of work from Circuit Criminal judges, particularly from Judge Jack Cook.

**Freedman & McClosky, P.A.**, Fort Lauderdale, Florida

Legal Secretary, May - December 1999

- General practice firm.
- Type correspondence, complaints, motions, discovery requests, notices of taking deposition, set notice of hearing, demand for judgment, offer of judgment, supplemental filing with court.

**Interim Legal Staffing**, New York, New York

Temporary Paralegal, August 1997 - March 1999

- Was frequently in demand for assignments with various New York City law firms.
- **Skadden Arps Slate Meagher & Flom.**
- Member of case management team of paralegals and attorneys for products liability case.
- Document distribution to partner and associates, maintenance of case management database, daily log of correspondence, motions and pleadings, document coding.
- **Sullivan & Cromwell.** Securities law, mergers and acquisitions.
- Document indexing, computerized coding, and filing.
- Management of other paralegals.

## EDUCATION

**Nova Southeastern University Shepard Broad Law Center**, Fort Lauderdale, Florida

Juris Doctor, 2004

- Secretary of Environmental Law Society, coordinated luncheons with guest environmental law attorneys who spoke about important current environmental issues, facilitated student involvement with Wingate case in Ft. Lauderdale.
- Excelled in Environmental Law and legal writing courses, such as Environmental Law, Legal Skills and Values, Law and Literature, internship with Environmental and Land Use Law Center, Supervised Research paper on Florida Hometown Democracy, and Natural Resources Law.

**Rutgers College**, New Brunswick, New Jersey

Bachelor of Arts, 1997

Major: American Studies

Minor: Music

Member of Rutgers Orchestra, Wind Ensemble, and chamber music groups.

Staff writer for "Rutgers Review" arts section.

## SKILLS

Proficient with legal writing, problem-solving, Word Perfect, Microsoft Word, Quicken, Quickbooks Pro, Westlaw, LEXIS, Amicus Attorney, and the Internet. First-time Bar Exam Passer.