

## TAMARIE LIBURD

14019 SW Fwy, Ste. 301-441, Sugar Land, Texas 77478 | [REDACTED] | [REDACTED]

### OBJECTIVE

A consultative attorney and mediator focused on delivering quality dispute resolution services and high-touch client experiences.

### SKILLS

Dispute Resolution | Analytical Reasoning | Interpersonal Skills | Communication Skills | Legal Research & Writing | Legal Document Preparation | Organizational Skills | Problem-Solving Skills | Client Interview and Counseling | Community Outreach

### EDUCATION

University of Pittsburgh School of Law 2012 - 2015  
**Juris Doctorate**

Seton Hill University 2000 - 2004  
**Bachelor of Arts, Political Science**

### WORK EXPERIENCE

Lanaun & Company LLC, Sugar Land, TX Jan 2019 - Present  
**Owner/Mediator**  
Assists clients in finding efficient and cost-effective solutions.  
Conducts civil mediations and family mediations in-person, telephonic, and virtual.

Howard Law Firm, PLLC, Sugar Land, TX Dec 2019 - May 2020  
**Law Clerk/Paralegal**  
Prepared pleadings, including petition, answer, discovery request and response, motion, proposed order, etc.  
Researched laws and rules, including statute, code, regulation, case law, rules of civil procedure, and rules of appellate procedure.  
Prepared charge of discrimination, letters of representation, demand letters, internal memorandums, deeds, liens, affidavits, declarations, etc.  
Recorded transactional documents.  
Prepared written correspondence to clients and third-parties.  
Provided client with status updates, routine follow-ups, etc.  
Prepared for trial/hearing by prepping case binders, exhibits, and motions.  
Maintained calendar by entering and updating requirements, court dates, and meetings.

Southwestern Pennsylvania Legal Services, Washington, PA Jan 2015 - Apr 2015  
**Clinic Intern**  
Drafted pleadings for Protection From Abuse (PFA), divorce, child custody and support.  
Conducted in-depth interviews and counseled clients on legal options and what to expect in court, under the supervision of a staff attorney.  
Observed court hearing on PFA and accompanied client to domestic violence program.  
Conducted follow-up phone calls to clients to obtain required information to continue and/or finalize petitions.

U.S. District Court for the Western District of Pennsylvania, Pittsburgh, PA May 2014 – Aug 2014  
**Judicial Intern to Hon. Joy Flowers Conti**  
Collaborated with law clerk to provide crucial legal research and writing to facilitate full understanding of the case/issue at hand.  
Researched federal and state environmental laws, such as CERCLA, HSCA, and SWMA, to determine merit of alleged regulatory violations, in an abatement action.  
Drafted research memorandum in response to a motion to dismiss, which was still pending at completion of internship.

Federal Public Defender for the Western District of Pennsylvania, Pittsburgh, PA Jun 2013 – Aug 2013  
**Legal Intern**

Conducted legal research on defenses available to client indicted for illegal re-entry; rights available to sex offenders in treatment programs; and federal criminal statutes and sentencing guidelines to promote lesser sentencing.  
Researched federal statutes to determine the effect of a conviction on immigration status.  
Presented research findings to staff attorneys during an immigration law training session.  
Organized federal habeas corpus petitions for filing.  
Drafted proposed findings of fact and conclusion of law.  
Observed court hearings on illegal reentry and client interviews at the U.S. Marshall Services.

Jacobs & Brady, P.C., U.S. Virgin Islands

Jan 2005 – Jun 2011

**Legal Assistant/Paralegal**

Drafted pleadings.

Utilize CM/ECF and PACER to manage and file civil petitions.

Created business entities and maintained binders.

Drafted estate planning documents, including last will and testament, trust, power of attorney, and healthcare directives.

Managed residential real estate and condominium acquisitions, dispositions, and finance of properties ranging between \$30K (land) and \$200K. Facilitated 3-6 closings per month. Oversaw all project steps to ensure successful and timely transactions.

Obtained quiet title judgments, marshal sales, and mortgagee-creditor foreclosures.

Supervised two college summer interns.

**AWARD & RECOGNITION**

Candidate for Credentialed Mediator, Texas Mediator Credentialing Association (TMCA)	2019
Susan B. Anthony Award	2004
Who's Who Among Students in American Universities and Colleges	2003

**LICENSURE**

State Bar of Pennsylvania	2018 - Present
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**MEMBERSHIPS**

Houston Bar Association  
Pennsylvania Bar Association

**HOBBIES & INTEREST**

Traveling: annual trips to underrated international destinations  
Cooking: creating traditional Eastern Caribbean cuisines  
Nature walks: visits local and national parks and recreations  
Community Service: volunteer mediator at dispute resolution centers

**OTHER INFORMATION**

I took a three-year hiatus from pursuing my career for personal reasons and family needs.

**REFERENCES**

David Aaron Desoto  
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