

Michelle M. Garcia, Esq.

LICENSURE Florida Bar, admitted 2014

EDUCATION **TOURO COLLEGE JACOB D. FUCHSBERG LAW CENTER, Juris Doctor, May 2013**
Activities: Latino/a American Law Students Association (LALSA)

VILLANOVA UNIVERSITY, Bachelor of Arts and Sciences, May 2009
Double Major in Political Science and Spanish
Honors: Spanish Honor Society
Activities: Campus Activities Team, Hispanic Society, Villanovans for Peace

CERTIFICATION ACTFL (OPI) Certification by the American Council on the Teaching of Foreign Languages

EXPERIENCE **LAW OFFICES OF ANASTASIA M. GARCIA, PA**, Coral Gables, FL
Associate Attorney, September 2016 – Present

Providing comprehensive legal advice and litigating to enforce Florida Family law issues including: equitable distribution of marital property and debts, spousal support and alimony, paternity and child support, annulments, child custody/timesharing issues. Drafting, negotiating, and enforcing parenting plans, marital settlement agreements, pre-nuptial agreements, and final judgments. Skilled at resolving the client's issues through mediation and the collaborative family law process.

LAW OFFICES OF ANGEL F. LEAL, JR., PA, Miami, FL
Associate Attorney, July 2014 – March 2016

Providing comprehensive legal advice and litigating to enforce Florida Family law issues including: simple divorce, equitable distribution of marital property and debts, spousal support and alimony, paternity and child support, annulments, child custody/timesharing issues and step-parent adoptions. Drafting, negotiating, and enforcing parenting plans, marital settlement agreements, pre-nuptial agreements, and final judgments. Skilled at resolving the client's issues through mediation and the collaborative family law process. Experience in civil litigation, the drafting and recording of real property deeds, and Wills. Proficient in matters encompassing family-based immigrant visas, Extension and Change of Status, Adjustment of Status, Asylum, Lawful Permanent Residence (Green Card), and Naturalization.

TORTORELLI IMMIGRATION LAW CENTER, PLLC, New York, NY
Legal Assistant, March 2014 – June 2014

Assisted in the drafting and translation of legal documents for matters that involved deportation, cancellation of removal, asylum, and withholding of removal. Conducted research of detainee files with court approval. All work performed in Miami, FL.

11th JUDICIAL CIRCUIT COURT MIAMI-DADE COUNTY, Miami, FL
Judicial Law Clerk, Fall 2013

Judicial Internship with the Honorable Jose M. Rodriguez of the Eleventh Judicial Circuit. Conducted legal research and observed judicial proceedings presided by Judge Rodriguez in the civil litigation and foreclosure divisions of the Circuit Court.

TOURO LAW ADVANCED BANKRUPTCY CLINIC, Central Islip, NY
Legal Intern, Spring 2013

Represented clients in Chapter 13 cases. Assisted in creating multi-year payment plans to pay outstanding debts and avoid liquidation. Continued to represent clients from the Bankruptcy & Mortgage Foreclosure Clinic by preparing and filing Chapter 7 bankruptcy petitions. Appeared

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at 341 hearings in the Bankruptcy Court for the Eastern District of New York supervised by Professor Leif Rubinstein.

Legal Intern, Fall 2012

Represented clients in Chapter 7 bankruptcy cases. Counseled clients, negotiated loan modifications, conducted legal research, prepared and filed Chapter 7 bankruptcy petitions. Appeared at 341 hearings in the Bankruptcy Court for the Eastern District of New York supervised by Professor Leif Rubinstein. Participated in a weekly seminar dedicated to substantive and procedural law in bankruptcy

TORTORELLI IMMIGRATION LAW CENTER, PLLC, New York, NY

Legal Assistant, March 2014 – June 2014

Assisted in the drafting and translation of legal documents for matters that involved deportation, cancellation of removal, asylum, and withholding of removal. Conducted research of detainee files with court approval. All work performed in Miami, FL.

11th JUDICIAL CIRCUIT COURT MIAMI-DADE COUNTY, Miami, FL

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Judicial Internship with the Honorable Jose M. Rodriguez of the Eleventh Judicial Circuit. Conducted legal research and observed judicial proceedings presided by Judge Rodriguez in the civil litigation and foreclosure divisions of the Circuit Court.

MAITE HOYOS, PA, Miami, FL

Immigration Legal Intern, Summer 2012

Conducted legal research primarily concentrated in O-1 visas. Prepared documents for discovery. Performed general administrative tasks.

11th JUDICIAL CIRCUIT COURT MIAMI-DADE COUNTY, Miami, FL

Judicial Law Clerk, Summer 2011

Judicial Internship with Eleventh Judicial Circuit Court Judge Jose M. Rodriguez. Conducted legal research and drafted pleadings on issues concerning foreclosure, family law, and civil litigation matters. Observed court proceedings presided over by Judge Rodriguez in the family, civil litigation and foreclosure divisions.

SOUTH FLORIDA MULTISPECIALTY & ASSOCIATES, Miami, FL

Financial Assistant, May 2009 – July 2010

Assisted in the production, analysis and review of balance sheets and other financial accounting services. Financial reporting to Controller, annual accounts preparation, payroll services and staff evaluation and development.

VILLANOVA UNIVERSITY, Villanova, PA

Clinic Interpreter, Spring 2009

Participated in an undergraduate Spanish internship associated with the Farmworker Legal Aid Clinic. Translated Spanish legal documents, telephone calls, and meetings between law students and clients. Performed as a mock client for student project related to the Federal Tax Clinic.

LANGUAGE Fluent Spanish

LEGAL SKILLS Proficient in Collier and Best-Case Bankruptcy programs, Westlaw, LexisNexis, Microsoft Word, Microsoft Excel, and PowerPoint.