

## **Human Rights Board**

### **Applicant Package - Citizen at Large**

Human Rights Board - Citizen at Large

**Term:**06 Feb 2023 - 30 Sep 2026

**Positions Available:** 1

**Number of applicants in this package:** 1

- Campbell, LeAnn

**Name :**Campbell, LeAnn

**Address :**9911 NW 24th Place, Gainesville, FL, 32606

**Email :**campbell.leann2@gmail.com

**Board Name :**Human Rights Board

**Primary Phone :**

215-301-4665

**Please list any civic and professional accomplishments/honors, training or experience related to this appointment: :**

Litigation paralegal with extensive experience in: FCHR/EEOC/discrimination matters

**Please list any current/previous Advisory Board appointments :**

Human Rights Board

**What Contributions do you feel you could make if you were selected to this board? :**

The ability to understand the governing policies and make decisions fairly based on ordinance, statute, or law. The ability to remove emotion from decision-making.

**Please Agree with the following statements:**

**I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations? :**

Yes

**Time of Submission :**05/12/23 7:58:04 AM

**Attachments:**

- Professional Resume - LMC.pdf

**LeAnn M. Campbell, Florida Registered Paralegal**  
9911 NW 24th Place • Gainesville, FL 32606 • (215) 301-4665  
campbell.leann2@gmail.com

**PROFESSIONAL EXPERIENCE**

**Weiss Serota Helfman Cole & Bierman, P.L (formerly Dell Graham, PA until 6/1/22)** Gainesville, FL  
Civil Litigation Paralegal July 2011 – Present

- Handle 75+ caseload consisting of employment, race, and disability discrimination claims, whistleblower claims, Title IX claims, construction litigation, breach of contract, and personal injury insurance defense matters from pre-suit to appeal at both the state and federal level
- Prepare and respond to public records requests
- Draft legal documents including correspondence, discovery, motions, affidavits, pre-trial filings, subpoenas and memoranda of law
- Perform legal research, including research of statutes, local court, and administrative court rules
- Conduct all factual investigation and witness interviews for furtherance of case
- Prepare deposition and mediation notebooks
- Procure and analyze records from governmental agencies, medical records, academic records, and employment records
- Research, hire and manage expert witnesses and expert witness materials
- Assist attorney with and provide strategic guidance on all case matters
- Identify and organize evidence, exhibits, motions, and subpoenas to prepare for trial
- Create visual displays, to include timelines, graphs, demonstrative aids, and PowerPoint slides for use at mediation and trial
- Attend and assist with all phases of trial, to include preparation of jury instructions, jury selection, witness preparation, direct and cross examinations, and charge conferences
- Prepare for and attend administrative hearings with attorneys
- Maintain and monitor multiple calendars and operate under competing deadlines
- Implement procedural updates for firm operations, as needed
- Train and onboard new employees
- Supervise paralegal assistants and legal interns
- Handle/monitor own case load with little to no supervision

**Emancipate NC** August 2021-Present  
Contract Paralegal (Remote - NC)

- Assist attorney with preparation of Petitions for Review by the NC Juvenile Sentence Review Board
- Conduct interviews and prepare affidavits in support of applications for clemency
- Assist with preparation of litigation documents, as needed

**Hahn Legal Group** March 2022 - January 2023  
Contract Paralegal (Remote - CA)

- Conduct intake interviews of prospective clients
- Preparation of EEOC Complaints
- Conduct legal research
- Investigate facts and law of cases to determine causes of action
- Preparation of appeal letters to various educational institutions
- Analyze medical records and draft demand letters

**Rodenbaugh Law** March 2022 - January 2023  
Contract Paralegal (Remote - CA)

- Prepare and file documents with USPTO

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- Monitor websites for potential trademark infringement
- Draft legal documents, including correspondence, motions, affidavits, orders and subpoenas
- Manage and maintain complex litigation files pending in various federal and state courts
- Maintain and monitor attorney calendar

**Weir & Partners LLP**

Legal Secretary/Paralegal

Philadelphia, PA

December 2008 – July 2011

- Handled complex commercial litigation, foreclosure, patent infringement and construction litigation matters from intake to trial
- Assisted 2 partners and 1 senior associate in preparing for closings, hearings, trials and corporate meetings
- Maintained corporate record books
- Performed legal research, records searches, UCC and electronic filings in various states/counties
- Maintained multiple attorneys' calendars and generated reminders for meetings, filings, court dates, etc.
- Communicated client concerns/questions to attorneys on a day to day basis
- Drafted correspondence and other legal documents
- Promoted from within from legal secretary/paralegal to full time litigation paralegal

**CERTIFICATIONS**

**University of California, Monterey Bay**

*Paralegal Certificate*, June 2009

**EDUCATION**

**University of Florida**

BA in Education Sciences, Specialization in Disabilities in Society (GPA 4.0)

**Santa Fe College**

AA in Business Administration (GPA 4.0)

**COMMUNITY INVOLVEMENT**

**Leadership Gainesville, Class 49 Member**

August 2022-Present

**Vice President and State Legislation Chair, Alachua County Council of PTAs**

May 2022-Present

**President, Hidden Oak Elementary PTA**

May 2022 - Present

**Advisory Board Member, Santa Fe College Paralegal Studies Program**

March 2021-Present

**Board Member, Timberway Community Association**

November 2019-Present

**Mentor, Take Stock in Children**

January 2018 - Present

**Advocacy Co-Chair, Alachua County Council of PTAs**

September 2021-May 2022

**Board Member, Alachua County Human Rights Board**

December 2020-February 2022

**Treasurer, Glen Springs Elementary PTA**

May 2020-August 2021

**Advocacy Chair, Glen Springs Elementary PTA**

May 2020-August 2021

**CASA (Court Appointed Special Advocate for Children)**

2015-2016

**SKILLS**

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**Industry Knowledge:** Civil Litigation, Legal Research, Legal Writing, Case Law, Discovery, EEOC/FCHR, e-Discovery, File and client management, Litigation strategy, Education law, E-filing, Federal Court system, State court system, Administrative court system, firm operations, USPTO

**Technical Skills:** Microsoft Office Suite, Westlaw, TrialWorks, Relativity, CM/ECF, Pacer, Brandshield, SharePoint, Nextpoint

**Soft Skills:** Strong Written and Verbal Communication, Attention to Detail, Time-management and organization, Critical Thinking, Problem Solving