

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