

MICHELE C. TAWZER

CURRICULUM VITAE

CURRENT POSITION: Certified Paralegal

AREA OF LAW: 100% devoted to Marital & Family Law

EDUCATION: **University of South Florida** (Tampa, Florida)
Bachelor of Arts in Psychology (1999)

CERTIFICATIONS & ACCREDITATIONS: **National Association of Legal Assistants**
Certified Paralegal (2005 – Present)

The Florida Bar
Florida Registered Paralegal (2008 – Present)

State of Florida
Notary Public

PROFESSIONAL LEGAL EXPERIENCE: **Sessums Black Caballero Ficarrotta, PA**
Tampa, Florida
Paralegal (2004 – present)

Legal Eagle Support Services
Tampa, Florida
Paralegal / Legal Assistant / Owner (2004 – 2004)

Catherine M. Catlin, P.A.
Tampa, Florida
Legal Assistant / Office Manager (1995 – 2004)

Allen, Dell, Frank & Trinkle, P.A.
Tampa, Florida
Legal Assistant (1993 – 1995)

PROFESSIONAL ASSOCIATIONS AND MEMBERSHIPS: **National Association of Legal Assistants (2004 – present)**
National Organization

Tampa Bay Paralegal Association (2005 – present)
Tampa, Florida

- Board of Directors, 2007 – 2008
- Newsletter Editor/Committee Chair, 2006 – 2008

**SPEAKING
ENGAGEMENTS:**

Florida Family Law Practice for Paralegals, HalfMoon Education, Inc.; June 2016

Divorce Cases from Start to Finish, Institute for Paralegal Education; November 2013

Find It Free and Fast on the Net: Strategies for Legal Research on the Web, Institute for Paralegal Education; February 2007, February 2008

Using Multimedia at Trial: Considerations and Tips for the Florida Legal Professional, Institute for Paralegal Education; December 2004

Advanced Legal Drafting for Florida Paralegals, Institute for Paralegal Education; November 2004

**PUBLISHED
WORKS:**

Keys to Managing Financial Information, Institute for Paralegal Education; November 2013

Investigative Research: Public Records and “Publicly Available” Information, Institute for Paralegal Education; February 2008

Government Internet Resources: Federal, State and Local, Institute for Paralegal Education; February 2008

Finding Free Legal Research Sites and Free Case Law, Institute for Paralegal Education; February 2007, February 2008

Pulling It All Together At Trial, Institute for Paralegal Education; December 2004

Using Case Management Programs and Litigation Database Systems, Part I, Institute for Paralegal Education; December 2004

Conquering Complex Legal Writing, Institute for Paralegal Education; November 2004