

**Jean Marie Lopez, Esq. C.V. Family Mediator – Fort Lauderdale, Florida**

**Attorney/Family Mediator at Lopez-Bosque Mediation Services**

**Lopez-Bosque Mediation Services**

**St. Thomas University School of Law**

**Fort Lauderdale, Florida**

## **Experience**

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### **Family Mediator**

**Company Name Lopez-Bosque Mediation Services**

**Dates Employed Aug 2014 – Present**

**Employment Duration 3 yrs 3 mos**

**Location Miami/Fort Lauderdale Area**

Facilitates in the mediation of disputes dealing with all aspects of family law. Conducts divorce mediation, including drafting separation agreements and preparing and filing uncontested divorce documents.

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### **E-Discovery Attorney**

**Company Name FTI Consulting**

**Dates Employed Aug 2013 – Present**

**Employment Duration 4 yrs 3 mos**

**Location Miami/Fort Lauderdale Area**

Chosen to be part of a select group of attorneys working on a specialized analytics team which involves building complex searches to assist in the review of detailed and difficult legal documents. Heavily involved in every aspect of the privilege log including making complex privilege decisions, performing redactions, and editing the log. A member of the quality control team, which analyzes the decisions made on the first level review of a document which ensures a top quality product for our clients.

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### **Attorney at Law**

**Company Name Self-employed**

**Dates Employed Oct 2012 – Present**

**Employment Duration 5 yrs 1 mo**

**Location Miami/Fort Lauderdale Area**

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### **E-Discovery Attorney**

**Company Name Strategic Legal**

**Dates Employed Aug 2013 – 2014**

**Employment Duration 1 yr**

Chosen to be part of a select group of attorneys working on a specialized analytics team which involves building complex searches to assist in the review of detailed and difficult legal documents. Heavily involved in every aspect of the privilege log including making complex privilege decisions, performing redactions, and editing the log. A member of the quality control team, which analyzes the decisions made on the first level review of a document which ensures a top quality product for our clients.

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## **Assistant State Attorney**

**Company Name Broward County State Attorney's Office**

**Dates Employed Jan 2013 – Apr 2013**

**Employment Duration 4 mos**

Prosecuted defendants charged with misdemeanor offenses resulting in convictions through jury and non-jury misdemeanor trials. Prosecuted contested hearings, including motions to suppress evidence, motions to adjudicate guilt and motions for discovery. Worked closely with law enforcement during trial. Interviewed victims and witnesses prior to trial. Developed strategies and arguments in preparation of trial. Questioned and cross-examined witnesses throughout the course of trials. Filed motions and memorandums of la

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## **Senior Police Records Clerk**

**Company Name Fort Lauderdale Police Department**

**Dates Employed Nov 2006 – Jul 2007**

**Employment Duration 9 mos**

**Location Miami/Fort Lauderdale Area**

Supervised and participated in the receipt, computer input, storage, retrieval and duplication of a wide variety of police reports and records. Assigned and reviewed work of records clerk. Prepared accident, incident, affidavit reports and arrest bookings. Responded to in-person public requests in compliance with guidelines of Chapter 119. Responded to law enforcement personnel requests for records. Ensured all reports and documentation processed were stamped and dated, and that both issuer and receipt were recorded. Processed misdemeanor data, to include batching, filing, and attaching of all subsequent documentation. Processed civil injunction forms by completing information, verifying for temporary or permanent orders, and ensuring tele-type system. Processed arrest history data, including preparing arrest sheets, performing name verification and fingerprints classification. Processed requests from fingerprint and booking units. Proofread all reports. Completed background checks for City Hall as well as all requesting agencies.

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## **Police Records Clerk**

**Company Name Fort Lauderdale Police Department**

**Dates Employed Jun 2005 – Nov 2006**

**Employment Duration 1 yr 6 mos**

**Location Fort Lauderdale, Florida**

Prepared accident, incident, affidavits reports, and arrest bookings. Responded to in-person public requests. Obtained Conflict Resolutions and Customer Service Trainings in 2006.

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## **Eligibility Worker II - Lead Worker**

**Company Name Department of Public Social Services**

**Dates Employed Jan 2001 – Feb 2005**

**Employment Duration 4 yrs 2 mos**

**Location Greater Los Angeles Area**

Assisted in providing technical and administrative supervision to a unit of ten Eligibility Workers engaged in making eligibility and grant determinations for public assistance. Reviewed case records for completeness, accuracy, consistency, and conformity with law, regulations, and policies. Prepared monthly management reports. Obtained Ergonomics and AIDS Trainings in 2002.

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## **Paralegal**

**Company Name Law Offices of Judy Lee Beres**

**Dates Employed Sep 2002 – Dec 2002**

**Employment Duration 4 mos**

## **Location Monrovia, California**

Gathered information and documentation needed to complete legal procedures. Filed legal documents with the Court and served individuals with court documents. Reviewed records for completeness, accuracy, consistency, and conformity with regulations, and policies under the Family Law and Bankruptcy Law process. Answered high volume phone calls and performed clerical duties.

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## **Death Certificates Clerk**

**Company Name Forest Lawn Memorial Parks and Mortuaries**

**Dates Employed Oct 1998 – Jun 2002**

**Employment Duration 3 yrs 9 mos**

**Location Greater Los Angeles Area**

Gathered required relevant information and documents needed to complete a burial. Completed death certificates and processed burial permits in coordination with the Health Department, as well as, coordinated the removal of human remains from hospitals. Scheduled burial and/or out of state transportation. Answered a high volume of calls. Performed data entry and fillings. Provided general customer assistance and specialized assistance for the families.

## **Education**

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**St. Thomas University School of Law**

**Degree Name Doctor of Law (JD)**

**Field Of Study Law**

**Grade Cum Laude**

Dates attended or expected graduation 2009 – 2012

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**Florida International University**

Degree Name Bachelor of Science (B.S.)

Field Of Study Criminal Justice and Corrections

Grade Magna Cum Laude

Dates attended or expected graduation 2003 – 2008

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**Pasadena City College**

Degree Name Associate of Arts and Sciences (AAS)

Field Of Study Legal Assistant/Paralegal

Grade Honors

Dates attended or expected graduation 1998 – 2003

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**Universidad Interamericana de Puerto Rico, Metro**

Degree Name Business Administration Credits

Field Of Study Business/Commerce, General

Dates attended or expected graduation 1995 – 1997

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**John Marshall High School**

Degree Name High School Diploma

Field Of Study High School/Secondary Diplomas and Certificates

Dates attended or expected graduation 1992 – 1994