

## **CASSANDRA HARRIS-STARKS**

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### **ACADEMIC EXPERIENCE**

#### **VISITING LEGAL RESEARCH AND WRITING INSTRUCTOR** Florida A&M

University College of Law, Orlando, Florida, Fall 2021-present

Teach first-year law students essential legal research and writing skills. Assist with the refinement of legal writing curriculum to advance department pedagogical goals and targeted student learning outcomes. Prepare lesson materials, grade students' writings, provide written and oral feedback, and share real-world applications of concepts taught. Conduct student conferences in-office and via Zoom. Use TWEN to post announcements, assignments, grades, and other class materials.

#### **ADJUNCT LEGAL RESEARCH AND WRITING INSTRUCTOR** Florida A&M

University College of Law, Orlando, Florida, Spring 2018

Taught first-year law students in accordance with syllabus provided. Prepared lesson materials, graded students' writings, provided written and oral feedback, and shared real-world applications of concepts taught. Conducted student conferences in-office and via Skype and Zoom. Used TWEN and Blackboard to post announcements, assignments, grades, and other class materials.

### **LEGAL EXPERIENCE**

#### **SOLO PRACTITIONER** Law Office of Cassandra Harris-Starks, P.A., Celebration, Florida, October 2014-present

Prepare legal documents for estate planning and immigration clients, such as wills, trusts, nuptial agreements, deeds, immigration applications, briefs, motions, and contracts. Represent clients in immigration court. Perform administrative and management functions related to the practice of law in a virtual firm.

#### **ATTORNEY** Hamilton McDonald & Carter, Ann Arbor, Michigan, September 2002-May 2003

Practiced "Of Counsel" with firm in various legal areas, emphasis on landlord-tenant issues.

#### **ATTORNEY** UAW-Chrysler Legal Services, Detroit, Michigan, January 1995-April 1996

Practiced in the areas of residential real estate and consumer law, with emphasis on purchases and sales, claims arising from purchases and sales, property tax problems,

foreclosures and forfeitures, garnishments, consumer complaints, collections, and enforcements of judgments. Responsible for cases from initial client contact to resolution.

LAW CLERK District Attorney's Office, Macon, Georgia, Spring 1994  
Sworn in Juvenile Court of Bibb County. Prosecuted battery, theft, and possession with intent to distribute marijuana cases.

LAW CLERK Office of the U. S. Trustee, Atlanta, Georgia, Summer 1993  
Accepted to U.S. Department of Justice Attorney General's Honors Program. Presided at initial meetings with creditors. Reviewed fee applications and submitted comments to U.S. Bankruptcy Court. Conducted research and drafted motions for the U.S. Trustee. Drafted complaints on the unauthorized practice of law by paralegal agencies. Drafted a speech for the U.S. Trustee on the U.S. Trustee's concerns regarding the employment and compensation of debtors' attorneys. Reviewed reorganization plans. Received permanent offer of employment.

LAW CLERK U.S. Attorney's Office, Macon, Georgia, Fall 1992  
Drafted indictments in asset forfeiture cases. Researched bankruptcy issues.

LAW CLERK Arnall Golden & Gregory, Atlanta, Georgia, Summer 1992  
Researched gambling, insurance law, and expert witness issues.

## **COMMUNITY AND PROFESSIONAL INVOLVEMENT**

SUPERVISOR Celebration Community Development District (CCDD), Celebration, Florida, November 2020-present  
Elected in the general election by residents and registered voters of the CCDD to a four-year term of office. Govern the actions and activities of the CCDD. Oversee all services and facilities within the CCDD.

PRO BONO ATTORNEY Immigration Justice Campaign, Washington, DC  
Represent non-citizens detained across the country. Work to secure non-citizens release from civil immigration custody on parole or bond, including Convention Against Torture claims. Conduct client interviews, prepare motions and briefs, collect evidence, and argue motions in immigration court. All representation is remote.

VOLUNTEER/TRUSTEE Celebration Foundation, Celebration, Florida  
Mission: building better community through the arts, culture, and education. Plan programs and provide financial support for programs that reach people of all ages in Osceola County, Florida.

## **STATE BAR MEMBERSHIPS**

Florida, 2014  
Michigan, 1994

## **VOLUNTARY BAR MEMBERSHIPS**

American Bar Association  
American Immigration Lawyers Association  
Orange County Bar Association  
Osceola County Bar Association

## **EDUCATION**

### **Legal**

MERCER UNIVERSITY, WALTER F. GEORGE SCHOOL OF LAW, Macon, Georgia. J.D., 1994  
HONORS: Moot Court, Merit Scholarship (full scholarship), Earl Warren Scholar (national; one of 51 scholars chosen).  
ACTIVITIES: Organizer, Mercer University American Trial Lawyers Association (ATLA) Student Chapter.

### **Undergraduate**

UNIVERSITY OF GEORGIA, Athens, Georgia. B.B.A., International Business, 1987. HONORS: UGA Alumni Scholarship, Honor's Program, Dean's List.  
COOPERATIVE EDUCATION WORK EXPERIENCE  
U.S. Department of Commerce, International Trade Administration.