

# Cynthia Ramkellawan

cr946@georgetown.edu

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## **EDUCATION**

### **GEORGETOWN UNIVERSITY LAW CENTER**

*Master of Laws in Taxation – Executive Track*

GPA: 3.38

Activities: LL.M Advisor, *Georgetown Journal of International Law*

Washington, DC

May 2018

### **FLORIDA A&M UNIVERSITY (FAMU) COLLEGE OF LAW**

*Juris Doctor, Magna Cum Laude*

GPA: 3.70, Rank 2/127

Honors and Awards: Dean's List (All Semesters), Academic Scholarship, CFAWL Bar Study Scholarship Recipient, FAMU Rattler Pride Award – Outstanding Law Student

Book Awards: Legal Writing I and II, Property Law I and II, Torts Law I, Civil Procedure II, Professional Responsibility, Constitutional Law II, Advanced Torts, Florida Practice, Domestic Violence, Secured Transactions, Family Law

Activities: Executive Editor, *FAMU Law Review*; Vice President, Asian Pacific American Law Student Association; Chair Person, Student Bar Association Peer Tutor

Orlando, Florida

May 2014

### **UNIVERSITY OF CENTRAL FLORIDA**

*Bachelor of Arts in Political Science, Pre-Law; Minor in Business Administration*

GPA: 4.0

Honors and Awards: UCF Top Honor Graduate Recipient, Received the highest GPA in graduating class in Political Science College

Orlando, Florida

August 2011

## **EXPERIENCE**

### **FLORIDA A&M UNIVERSITY COLLEGE OF LAW**

*Instructor, Academic Support & Bar Preparation*

*Visiting Instructor, Academic Support & Bar Preparation*

*Adjunct Professor, Multistate Bar Law & Skills*

*Adjunct Professor, Guardian ad Litem Clinic; Homelessness & Legal Advocacy*

Orlando, Florida

October 2019 – Present

August 2018 – October 2019

August 2017 – May 2018

May 2015 – August 2017

- Works with students in developing legal skills required by the American Bar Association.
- Prepares students for the bar exam and preparation process by teaching fundamental skills for succeeding on the multiple choice portion.
- Provided students with hands on learning experience for the actual practice of law in the areas of family, juvenile and delinquency law.
- Fostered excellent relationships with local bar associations in providing pro bono representation.
- Consistently received high ratings and reviews from students in course evaluations.

### ***Courses Taught***

- Guardian ad Litem Clinic
- Homelessness & Legal Advocacy Clinic
- Multistate Bar Law & Skills
- Introduction to Analytical Skills I
- Introduction to Analytical Skills II
- Legal Research & Writing I
- Bar Review Framework Sessions

### **EPRENTISE, LLC**

*General Legal Counsel & Director of Risk Mitigation*

Orlando, Florida

September 2013 – July 2021

- Managed Operations Department of company headquarters and Human Resources Department, with direct reports.
- Provided legal and tax advice to company in entering long and short term contracts with local and international Oracle E-Business Suite clientele.
- Drafted, reviewed and executed all company contracts, including internal leases, contracts for sale and purchase, and contracts with clients including master software license agreements, end user software license agreements, service agreements and more.
- Point of contact and administers all employee health benefits offered by company.
- Researched and counseled company in themes surrounding state and local taxation.

**BARBRI, INC.***Bar Prep Tutor*Remotely  
March 2018 – June 2020

- Provided bar prep tutoring services to students sitting for various state bars and the Multistate Bar Exam.
- Deconstructed multiple choice question exams with students preparing for the Multistate Bar Exam.
- Critiqued essay writing strengths and weaknesses.

**VIRGIL HAWKINS FELLOWSHIP PROGRAM***Legal Communications Specialist*Orlando, Florida  
October 2014 – June 2015

- Coordinated client intake and attorney meetings.
- Drafted and filed Motions and Pleadings in family law, probate and civil cases.

**PROFESSOR LUNDY LANGSTON, FLORIDA A&M UNIVERSITY COLLEGE OF LAW***Research Assistant*Orlando, Florida  
August 2013 – May 2014

- Conducted research in the areas of medical marijuana and life sustaining technologies.
- Provided direct support in writing and editing draft articles for pending publications.

**LEXISNEXIS***Research Assistant*Orlando, Florida  
May 2013 – May 2014

- Assisted students in conducting legal research.
- Has since maintained familiarity and use of large legal research databases.

**LARSEN & ASSOCIATES, P.L.***Summer Legal Intern*Orlando, Florida  
June 2013 – August 2013

- Conducted legal research on lien foreclosure law, including relevant tax liens.
- Drafted Motions and Pleadings for creditors in bankruptcy matters.

**LOWNDES, DROSDICK, DOSTER, KANTOR & REED, P.A.***Spring Semester Legal Intern*Orlando, Florida  
February 2013 – April 2013

- Selected as FAMU Legal Intern by one of Central Florida's largest business law firms.
- Conducted legal research in the areas of commercial real estate and bankruptcy law.
- Drafted Motions and Pleadings for bankruptcy matters.

**JUSTICE LEAGUE LAW GROUP, LLC***Legal Assistant*Orlando, Florida  
July 2012 – February 2013

- Drafted Motions and Pleadings for family law and personal injury matters.
- Conducted legal research in a variety of areas, specifically landlord tenant issues, estate planning, and the enforcement of judgments.

**LEGAL AID SOCIETY***Volunteer Intake*Orlando, Florida  
May 2012 – July 2012

- Determined the availability of services for clients based on income and need for legal representation.

**OTHER INFORMATION****Bar Admissions:**

- Florida State Bar (September 2014).
- New York State Bar (January 2016).

**Publications:**

- Co-Author, *Tort Law: Skills and Practice Workbook*.
- Other works in progress as of 2019.

**Presentations:**

- Presenter, Legal Writing Institute's One Day Workshop: *The Role of Legal Writing and Academic Support in Bar Preparation: Florida A&M University College of Law's Doctrinal Crossover Case Study* (December 2018).
- Presenter, Legal Writing Institute's One Day Workshop: *Bridging the Gap: Using Writing Assessments and Feedback to Help Gen Z Students Transition Into Law School* (December 2018).

**Awards:**

- Recipient of the *2018 New Lawyer Award of Excellence* in recognition and appreciation for the service by pro bono

representation of the poor through the Legal Aid Society of the Orange County Bar Association, Inc. or Orlando, Florida.

- Recipient of the Seventh Annual University of Central Florida Alumni Association *30 Under 30 Award*, recognizing her professional successes and commitment to helping others and serving her community.