

ROBERTA LATAILLE

84-27 60th Avenue ♦ Middle Village, New York 11379 ♦ (917) 597-2814 ♦ mrslataille@nyc.rr.com

EDUCATION: ST. JOHN'S UNIVERSITY, School of Law, Jamaica, New York

Degree: Juris doctor, June 1998
G.P.A.: 3.61 Rank: 6/220, Top 3%
Honors: Magna Cum Laude, Dean's List
Awarded Law School Scholarship
Activities: Moot Court: *Senior Board Member*
Justinian Law Society: *Vice-President, Activities/Alumni Relations Chairperson*

NEW YORK UNIVERSITY, College of Arts and Sciences, New York, New York

Degree: Bachelor of Arts in Politics, May 1995
G.P.A.: 3.92
Honors: Phi Beta Kappa, Summa Cum Laude
University Scholars Program included scholarship, travel, and cultural events
Activities: CHANCE Youth Tutoring and Mentoring Program: *President*

EDUCATIONAL

EXPERIENCE: BRONX SCHOOL FOR LAW, GOVERNMENT AND JUSTICE, Bronx, New York, Program Chair, January 2005 – Present

Each year design a different school wide schedule for teachers and students spanning grades six through twelve using the STARS program
Advise students regarding class choices, analyze transcripts and individually program students based upon needs and interests
Use STARS and ATS to analyze student data, spot trends and design solutions to address students' academic needs
Plan and administer summer school
Maintain and process all student transcripts and report cards
Draft school wide grading and academic policy; monitor teacher gradebooks; supervise teachers regarding student assessment and record keeping
Ensure schoolwide compliance with individualized education plans, English as a new learner mandates, NYS Education Law and NYCDOE policy; respond to audit requests
Coach students through resumes, college essays and speeches
Teach Regents Global and United States History to summer high school students
Differentiate lessons for special education and ENL learners

BRONX SCHOOL FOR LAW, GOVERNMENT & JUSTICE, Bronx, New York, Law and History Teacher, September 2001 – December 2004

Designed, planned, wrote and taught curricula for civil law, criminal law, constitutional law, business law, legal writing and United States History
Coached Moot Court Team and Lincoln Douglas Debate Team
Served as liaison to legal community to bring opportunities to students

HOLY CROSS HIGH SCHOOL, Flushing, New York, Instructor, January 1997 - May 1997

Designed lessons and prepared legal cases to present to students enrolled in introductory law class
Coached Law Club in preparation for mock trial competition

KAPLAN EDUCATION CENTER, Flushing, New York, Instructor, July 1995 - May 1997

Conducted verbal and math Scholastic Assessment Test preparation courses

**ST. FRANCIS PREPARATORY SCHOOL FORENSICS TEAM, Fresh Meadows,
New York, Judge, September 1992 – June 2004**

Decided and critiqued Lincoln-Douglas Debates based on philosophical argumentation and political theory

**NEW YORK UNIVERSITY, Center for Career & Life Planning, New York, New York,
Student Assistant, October 1992 - May 1995**

Assessed client situations and advised clients of career counseling options
Wrote and designed instructional and advertising materials
Performed all general office duties: word processing, filing, reception

LEGAL

**EXPERIENCE: TARSHIS & HAMMERMAN LLP, Forest Hills, New York, Associate,
July 1999 – August 2001**

Performed all general litigation tasks including interviewing clients; drafting pleadings and motions; arguing motions in court; attending court conferences and conducting depositions
Administered real estate purchasing and leasing transactions from negotiation until closing
Drafted wills, probated and administered estates
Conducted all aspects of contested and uncontested divorce litigation from negotiating separation agreements to obtaining a final judgment of divorce

**THACHER PROFFITT & WOOD, New York, New York, Associate,
September 1998 – June 1999**

Represented institutional lenders in the financing of commercial properties
Performed due diligence tasks incidental to commercial financing including review of leases, title policies, surveys, organizational documents, contracts and zoning materials
Negotiated and prepare loan documents
Researched issues and wrote memoranda pertinent to commercial financing

**NEW YORK CITY DEPARTMENT OF INVESTIGATION, Procurement, Real Property,
Parks and Finance Division, New York, New York, Summer Intern, May 1996 - August 1996**

Investigated allegations of corruption perpetrated in and against city agencies
Researched and wrote memoranda regarding criminal issues; advised investigators procedurally
Questioned targets of investigations and interviewed witnesses
Collaborated with investigators, federal and state prosecutors in determining crimes with which to charge targets of investigations

**OFFICE OF CONGRESSMAN THOMAS J. MANTON, Sunnyside, New York,
Aide, May 1994 - August 1994**

Analyzed and researched community issues, recommended action to be taken by Congressman
Navigated all federal, state, and municipal agencies for constituents
Represented Congressman at municipal meetings and community functions, addressed constituents

LICENSES: New York State Permanent Teaching License Social Studies Grades 7- 12
New York State Attorney, 2nd Department

INTERESTS: Gardening, cooking, baking, reading, serving at food pantry, soccer, coaching, jogging

RELIGIOUS

ACTIVITIES: Active Roman Catholic, member of Our Lady of Hope parish; conduct baptism preparation class for new parents