

# TAMARIE LIBURD, J.D.

14019 SW Freeway, Ste. 301-441, Sugar Land, TX 77478 | (832) 886-4144 | Liburd.Tamarie@gmail.com

## OBJECTIVE

An enthusiastic legal professional and mediator focused on delivering quality services and high-touch client experience.

## SKILLS

Dispute Resolution | Analytical Reasoning | Interpersonal Skills | Communication Skills | Legal Negotiation | Legal Document Preparation | Legal Research & Writing | Problem-Solving Skills | Client Interview and Intake | Community Outreach

## EDUCATION

University of Pittsburgh School of Law  
**Juris Doctorate**

**2012 - 2015**

Seton Hill University  
**Bachelor of Arts**  
Political Science and Legal Studies

**2000 - 2004**

## WORK EXPERIENCE

Lanaun & Company LLC, Sugar Land, TX

**Jan 2019 - Present**

### **Owner/Mediator**

Providing professional dispute resolution services to residents of Fort Bend County, TX and surrounding areas.

Conducts civil mediations and assists clients in finding efficient and cost-effective solutions to their legal disputes.

Howard Law Firm PLLC, Sugar land, TX

**Dec 2019 – May 2020**

### **Law Clerk/Paralegal**

Prepared pleadings, including petition, answer, discovery request and response, motion, proposed order, etc.

Researched laws and rules, including statute, code, regulation, case law, rules of civil procedure, and rules of appellate procedure.

Prepared charge of discrimination, letters of representation, demand letters, internal memos, deeds, liens, affidavits, declarations, etc.

Recorded transactional documents.

Prepared written correspondence to clients and third-parties.

Provided client with status updates, routine follow-ups, etc.

Prepared for trial/hearing by prepping case binders, exhibits, and motions.

Maintained calendar by entering and updating requirements, court dates, and meetings.

Protected law firm's reputation by keeping client information confidential.

Southwestern Pennsylvania Legal Services, Washington, PA

**Jan 2015 – Apr 2015**

### **Clinic Intern**

Conducted client interviews; provided case summaries; followed-up on pending petitions; drafted civil petitions, such as Protection From Abuse (PFA), petition for divorce, child custody and support, and observed hearing on PFAs.

United States District Court for the Western District of Pennsylvania, Pittsburgh, PA

**May 2014 – Aug 2014**

### **Judicial Intern to Hon. Joy Flowers Conti**

Conducted legal research and writing; researched state and federal environmental laws; and drafted a research memorandum in response to a motion to dismiss.

Federal Public Defender, Western District of Pennsylvania, Pittsburgh, PA

**Jun 2013 – Aug 2013**

### **Legal Intern**

Provided legal research and writing; researched rights available to sex offenders in treatment programs; researched defenses to clients indicted for illegal entry; reviewed

federal criminal statutes and sentencing guidelines; and presented trending immigration laws to staff attorneys during a training session.

Jacobs & Brady P.C., St. Croix, U.S. Virgin Islands

**Jan 2005 – Jun 2011**

**Legal Assistant/Paralegal**

Provided legal administrative assistance; drafted legal documents including court pleadings and motions; formed business entities; facilitated real estate transactions from initiation to completion; maintained document database; conducted follow-up client interviews, and managed attorney calendar.

**AWARDS & RECOGNITION**

Candidate for Credential, Texas Mediator Credentialing Association (TMCA)

**2019**

Susan B Anthony Award

**2004**

Who's Who Among Students in American Universities and Colleges

**2003**

**LICENSURE**

State Bar of Pennsylvania

**2018**

**MEMBERSHIPS**

Houston Bar Association

Pennsylvania Bar Association

**HOBBIES & INTEREST**

Traveling: annual trips to underrated international destinations

Cooking: creating recipes and weekly meal plans with family

Nature walks: visits local and national parks and recreations

World Cultures: learning about cultures, languages, and foods

Community Service: volunteers as a mediator at Dispute Resolution Centers providing low-cost and free mediation services

**REFERENCES**

David Aaron Desoto, Esq.

Mann Law Firm PLLC

3104 Edloe Street, Suite 201

Houston, TX 77027

(713) 893-8962

ddesoto@mannlawtexas.com

Shawn R. Caselberry

Refining Your Words

Houston, Texas

(832) 856-2626

Shawn@refiningyourwords.com

Elizabeth Hendrie, Esq.

Hendrie Law & Mediation

9119 Hwy 6, Ste. 230-356

Missouri City, TX 77459

(713) 203-9490

efh@entouch.net