

TAMARIE LIBURD, J.D.

OBJECTIVE

Consultative attorney focused on delivering quality legal services and high-touch client experience. Transactional expertise in civil litigation, alternative dispute resolution, business organization, contracts, immigration law, and administrative law proceeding.

SKILLS

Legal Document Preparation | Analytical Reasoning | Interpersonal Skills | Communication Skills | Negotiation | Critical Thinking Hearings & Mediations | Legal Research & Writing | Claims Adjudication | Client Interview and Intake | Microsoft Office

EDUCATION

University of Pittsburgh School of Law
Juris Doctorate

2012 - 2015

Seton Hill University
Bachelor of Arts

2000 - 2004

Political Science and Legal Studies

WORK EXPERIENCE

Lanaun & Company LLC – Lanaun Mediation, Sugar Land, TX

Jan 2019 - Present

Owner/Mediator

Providing professional dispute resolution services to residents of Fort Bend County, TX
Conducts civil mediations in medical billing disputes, contract disputes, consumer complaints, landlord-tenant disputes, neighborhood disputes, etc.
Assists clients in finding efficient and cost-effective solutions to their legal disputes.
Prepares mediation settlement agreements that reflect resolution by parties.

Robert Half International Inc, San Ramon, CA

March 2022 - October 2023

Hearing Officer for the Texas Workforce Commission

Conducted over 3000 formal administrative hearings for the Appeals Department.
Reviewed and analyzed disputed claims for unemployment insurance benefits.
Adjudicated benefit eligibility issues raised in appeals.
Obtained and reviewed witness testimony and addressed the admissibility of evidence.
Reviewed and analyzed initial claims and appeals to identify issues to address during hearings.
Conferred with team leads and agency personnel to obtain additional information and clarify implications of decisions.
Prepared 2967 decisions affirming, modifying, and/or reversing previous rulings based on testimony, claim records, evidence, and precedents and applicable provisions of law.
Performed related duties as needed.

Anil Ali P.C., Sugar Land, TX

February 2021 – February 2022

Legal Assistant

Conducted client intakes and interviews to direct legal representation in civil suits and immigration matters.
Prepared pleadings, including petition, answer, discovery requests and responses, motions, and responses, etc.
E-filed civil and eviction suits in state courts.
Researched statutes, case laws and regulations, and utilized precedent and reasoning in preparing pleadings.
Prepared and filed petitions before USCIS, responds to RFE, and monitors cases status.
Prepared commercial real estate leases.
Prepared responses to USPTO's Non-final Office Action and USDA's Notice of Suspension.
Prepared demand letters, responses to settlement offers, settlement agreements, nonsuits, etc.
Prepared written communications advising clients on legal rights and available legal remedies.

Howard Law Firm PLLC, Katy, TX

Dec 2019 – May 2020

Law Clerk/Paralegal

Researched statutes, regulations, case laws to identify possible cause of action and remedy.
Prepared charge of discrimination, letters of representation, demand letters, internal memos, etc.
Recorded real estate transactional documents such as deeds and liens.
Prepared written correspondence to clients and third parties regarding legal rights and remedies.
Protected law firm's reputation by keeping client information confidential.

CERTIFICATION

Credentialed Mediator, Texas Mediator Credentialing Association (TMCA) **2023**

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: a volunteer mediator at the Fort Bend Dispute Resolution Center providing low-cost mediation services.

REFERENCES

David Aaron Desoto, Esq.

[Redacted]
Tel: [Redacted]
Email: [Redacted]

Kent Motamedi, Esq.

[Redacted]
Tel: [Redacted]
Email: [Redacted]

Neil Skrzypiec, J.D.

[Redacted]
Tel: [Redacted]
Email: [Redacted]