

Latrice Carmichael

BOARDS & COMMISSIONS

Profile

A established visionary with a background in project management, adept at working with community members, networks, coalitions, and systems. Moreover, proficient in reviewing, tracking, and assessing the effects of current and proposed policies.

Employment History

Government Affairs Analyst , Fortegra , Jacksonville

MAY 2021 – PRESENT

- Analyze and track government policies, legislation, and regulations for state and federal policies, identifying risks, opportunities, and impact on customers.
- Research proposed legislation and regulations, reviewing bill texts, committee reports, and other relevant documents.
- Assist in developing and implementing government affairs strategies to achieve organizational goals.
- Draft position correspondence advocating for organizational interests.
- Ensure company compliance with laws, regulations, and reporting requirements, facilitating adaptation to new requirements.
- Provide monthly newsletters to internal and over 600 external stakeholders, updating on government affairs developments for four product channels.

Site Coordinator - Independent Contractor, Parents Who Lead , Jacksonville

SEPTEMBER 2022 – FEBRUARY 2023

- Managed daily and weekly operations for a 20-week training program, supervising four staff facilitators, a childcare provider, 17 volunteer participants, and 6 minors.
- Elevated participants' program comprehension, achieving a 90% net promoter score.
- Performed comprehensive and efficient financial analysis, leading to a 40% decrease in operational costs.
- Collaborated with executive leadership to design innovative strategies, resulting in a remarkable 88% participant retention rate.
- Ensured stakeholders and donors were updated with relevant, up-to-date information through monthly status reports.

Paralegal , Harrell & Harrell, P.A., Jacksonville

SEPTEMBER 2018 – NOVEMBER 2020

- Assisted in the successful resolution of multiple personal injury cases resulting in favorable settlements for clients.
- Played a key role in managing and organizing complex case files, maintaining records, and ensuring all necessary documentation was complete and accurate.

Details

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United States
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Skills

Leadership Skills
Ability to work in a Team
Communication Skills
Proven Leader
Adaptability
Collaborative

- Collaborated with attorneys to prepare for client meetings, depositions, and trial proceedings, demonstrating a strong attention to detail and a comprehensive understanding of legal procedures, contributing to the successful representation of clients in personal injury litigation.
- Utilized strong communication skills to effectively liaise with insurance companies,

Paralegal , Chris Johns Law Group , Jacksonville

JANUARY 2008 – SEPTEMBER 2018

- Managed an average of 65 active cases stemming from injury onset throughout settlement via mediation or trial.
- Successfully optimized the negotiation process with medical providers, resulting in a significant 50% reduction in outstanding bills for valued clients.
- Proactively established strong, trust-based relationships with clients that greatly enhanced the company's reputation and people.
- Demonstrated unwavering trust while handling large assets and settlement proceeds.

Education

Executive Master of Public Policy , Jacksonville University, Jacksonville

A rigorous academic study, honing my expertise in policy analysis, management, and leadership. This endeavor not only broadened my knowledge base but also improved my critical thinking abilities, as well as my written and oral communication skills. Additionally, I acquired proficiency in research methods, both qualitative and quantitative, along with policy analysis techniques.

STUDIES CONDUCTED :

Special Education Training and the Impact on the Academic Success of Students with Learning Disabilities"

"The Impact of Early Education Program Enrollment of Students with Learning Disabilities & Reading Scores"

"In a comparison of fifty countries, is \$15 per hour an adequate livable wage to close the poverty gap?"

Paralegal Studies , Rollins College, Winter Park

Bachelor's Degree in Criminal Justice , Florida Agricultural & Mechanical University , Tallahassee

Community Advocacy

President, Mommy, Me, and My IEP, Inc., Jacksonville

MARCH 2023 – PRESENT

Mommy, Me, and My I.E.P., inc. is a non-profit organization dedicated to empowering students, parents, guardians, and community members by equipping them with the necessary skills to effectively navigate the education system to meet the unique learning needs of their children who have diverse exceptionalities.

Parent Leader, Parents Who Lead , Jacksonville

NOVEMBER 2019 – PRESENT

- Identified and acknowledged the issues and requirements that exist within my community.
- Gained knowledge and understanding of the local structures, connections, and collaborative groups.
- Effectively employed media platforms to promote and support causes and initiatives.
- Conducted thorough research and assessment of community initiatives.
- Appreciated the significance and influence of trends affecting the well-being of children and families.
- Acquired comprehension of the impact of public policy, legal frameworks, regulations, and guidelines which community members willingly or unknowingly adhere to.

Government Relations Committee, JRE Lee Jacksonville Chapter FAMU NA, Jacksonville

AUGUST 2022 – AUGUST 2023

The purpose of the inter-organizational committee is to concentrate on formulating and executing strategies aimed at advocating for the overall agenda of FAMU. This committee actively promotes FAMU's interests within the government, and simultaneously endeavors to establish and nurture relationships with government officials. Additionally, it takes part in regulatory activities and proactively identifies opportunities for engagement and influence.

President , PTSA- YMWLA at Eugene Buter Middle School, Jacksonville

AUGUST 2017 – JUNE 2019

President , PTA-Love Grove Elementary , Jacksonville

AUGUST 2013 – JUNE 2016

Guardian Ad Litem Volunteer, Guardian Ad Litem , Jacksonville

NOVEMBER 2010 – NOVEMBER 2016