
WENDY WEST, ESQ.

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PROFESSIONAL SUMMARY

Skilled attorney in disability and civil rights law, dedicated to ensuring that individuals with disabilities and other marginalized populations have equal access to justice.

SKILLS

- In-depth knowledge of disability and civil rights laws
- Proficiency in creating and delivering effective training programs for individuals with disabilities and those who work with them
- Strong communication skills, ability to communicate complex legal concepts in a clear and concise manner
- Experience working with individuals from diverse backgrounds and understanding of the intersectionality of disability and social justice issues
- Adept at conducting research and analysis on disability and civil rights issues and staying up-to-date on policy changes
- Commitment to diversity, inclusion, and advocacy for social justice issues

WORK HISTORY

Senior Staff Attorney, 03/2025 – Current

Three Rivers Legal Service (TRLS)

- Represent and advise students and families in matters related to special education law, including IEP development, 504 plans, disciplinary actions, and due process hearings.
- Supervise paralegals and non-attorney advocates.
- Represent and advise clients in special education, veterans' benefits, and public benefits matters, ensuring they receive the services, accommodations, and support they are legally entitled to.
- Advocate for students and families by assisting with IEP development, 504 plans, disciplinary proceedings, and due process hearings in accordance with IDEA, ADA, and Section 504.
- Prepare, file, and manage claims and appeals for veterans' benefits, including disability compensation, service-connected claims, discharge upgrades, and VA administrative hearings.
- Handle public benefits cases involving SNAP, Medicaid, Social Security, housing assistance, and related programs, ensuring accurate filings and compliance with federal and state regulations.
- Conduct legal research, draft briefs, prepare evidence, and negotiate settlements to achieve favorable outcomes for clients across multiple practice areas.
- Collaborate with government agencies, school districts, medical providers, and community organizations to resolve disputes and ensure clients receive comprehensive services.
- Provide legal counseling to clients on rights, eligibility, procedural safeguards, and appeal options across special education, veterans' benefits, and public assistance programs.
- Maintain organized case files, manage deadlines, and ensure compliance with all administrative and judicial procedures.

Adjunct Professor, 01/2024 – Current

Nova Southeastern University, Masters in Educations Law Program

- Teach courses on Education Law including: Individuals with Disabilities Education Act (IDEA), Americans With Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Legal Rights of Students with Disabilities, Individualized Education Plans (IEPs) and Due Process, Emerging Issues in Special Education Litigation, Family Educational Rights and Privacy Act (FERPA), The Health

Insurance Portability and Accountability Act of 1996 (HIPAA), Title IX of the Education Amendments of 1972, Every Student Succeeds Act (ESSA).

- Develop syllabi, course materials, and assessments in alignment with ABA standards.
- Supervise, mentor and advise students on career development and academic pursuits.

Adjunct Law Professor, 08/2023 – 1/31/2026

Nova Southeastern University, Shepard Broad College of Law, Disability and Inclusion Law Clinic

- Teach courses on Special Education Law including: Legal Rights of Students with Disabilities, Individualized Education Plans (IEPs) and Due Process, Emerging Issues in Special Education Litigation
- Develop syllabi, course materials, and assessments in alignment with ABA standards.
- Oversaw certified legal interns (CLIs), paralegals, and law students.
- Supervise, mentor and advise students on career development and academic pursuits.
- Conduct research and develop community outreach presentations and materials.
- Collaborate with the university diagnostic clinics to evaluate and diagnose students with disabilities.

Senior Staff Attorney, 10/2022 – 03/2025

Staff Attorney, 11/2017 – 09/2022

Disability Rights Florida, Inc.

- Provided legal representation at administrative hearings, state and federal court, state agency and legislative meetings.
- Supervised non-attorney advocates.
- Drafted legal pleadings such as state and federal complaints, settlements offers and power of attorney agreements.
- Developed and conducts outreach, education and training for clients and their families, community groups, public policy makers, state agency staff and other stakeholders on topics such as special education law, transition services, and trauma informed care in K-12 education.

Law Clerk, 08/2017 - 11/2017

Law Office Of Carl S. Karmin, PA

- Researched and prepared memoranda and briefs with accurate information on specific cases
- Collaborated with clients and the partner to schedule appearances, mediations, arbitrations, and depositions
- Developed and filed polished motions and briefs to support litigation processes and court proceedings /witness depositions

Legal Intern, Nova Southeastern University, 12/2016 - 05/2017

Adults With Developmental Disabilities Legal Clinic – Davie, FL

- Conducted initial client interviews, gathered facts and prepared case summaries
- Concluded applications for guardianship
- Prepared Durable Power of Attorney documents
- Conducted legal research and composed memoranda pertaining to various subjects such as special education law, guardianship, social security disability review and appeals, and involuntary commitment
- Assisted in devising and executing initiatives for public engagement

Legal Intern, Nova Southeastern University, 12/2016 - 05/2017

Veterans Law Clinic

- Motion Practice; prepared and presented motions
- Composed response to complaint and conducted factual inquiry for litigation readiness
- Conducted legal research and composed written materials on subjects such as record sealing, veteran's court, military discharge upgrades, and appeals review

- Advised and conferred with clients

Legal Project Associate, Sheridan Healthcorp, Inc., 06/2016 - 12/2016

Office Of General Counsel

- Developed and implemented a project plan for disseminating notices as per contractual notice provisions
- Assisted with trial materials including pleadings, motions, discovery requests, discovery replies, and evidence

Legal Intern, Education Law Project, 06/2015 - 06/2016

Legal Aid Service of Broward County

- Researched substantive and procedural issues pertaining to disability and education law
- Assisted with trial preparation including summarizing and organization of evidence
- Developed legal theories and participated in Individualized Education Program (IEP) meetings
- Monitored compliance by attending dependency hearings

Intensive Language Arts/Intensive Reading Instructor 08/2012 - 06/2014

Charter Schools USA

- Delivered high-quality instruction to students (Grades 6-7) incorporating curriculum design, data and assessment driven instruction
- Taught ideas, themes, issues, problems, and conflicts found in classical and contemporary literature and non-fiction text
- Provided skills and strategies used in listening, speaking, reading, writing, and viewing content

Guidance Counselor K-8, 12/2011 - 06/2012

Key Largo School

- Developed 504 plans
- Advised students and families on academics, career planning, and graduation
- Implemented programs for students and families related to interpersonal adjustment issues
- Worked with school teams to identify and help families' access school and community resources
- Participated in the development of crisis prevention and management plans for the school

English to Speakers of Other Languages (ESOL) Instructor, 08/2011 - 02/2012

Key Largo School

- Demonstrated leadership skills with proven ability to motivate and mentor students of all ages and learning levels
- Developed language education plans; teaching ESL and Literacy classes
- Provided counseling for students from various cultural and linguistic backgrounds
- Worked closely with administrative and instructional staff in designing and implementing language programs and curriculum for ESL students

ACCOMPLISHMENTS

- Broward County Women Lawyers' Association Rising Star Scholarship Award Recipient
- Rebecca Knox Fellowship Award Recipient

EDUCATION

J.D.: 05/2017, Cum Laude

Nova Southeastern University, Shepard Broad Law Center

Master of Science: Education Law, 04/2014, Summa Cum Laude

Nova Southeastern University, Shepard Broad Law Center

Bachelor of Science: Elementary Education, 04/2011, Magna Cum Laude
University of Phoenix

Bachelor of Arts: English, 05/1996
North Carolina State University

Associate of Arts: Journalism, 05/1993
Daytona State College

COMMUNITY OUTREACH

Autism Society of the Keys (Board Member 2010-2016)

Humane Care Animal Coalition (Volunteer 2010-2011)

The Battered Women's Shelter (Volunteer 2009-2012)

Raleigh Rescue Mission Emergency Women & Children's Shelter (Volunteer 2004-2006)