

Jacqueline A. Revis, Esq.

1792 Bell Tower Lane, Weston, FL 33326
Phone: (954) 747-1400 * Email: Jacqueline@RHGLegal.com

SUMMARY OF QUALIFICATIONS

- Florida Licensed Attorney, Admitted May 2014
- Certified Real Estate Paralegal, Lawyer's Fund, 2006-2014
- Certified County Court Mediator, Broward County, 2012-2017
- Licensed Real Estate Salesperson (Inactive)
- Excellent leadership, communication and organizational skills
- Budgeting and financial administration background, with accounts receivable/payable expertise
- Proven track record of finalizing large commercial and residential real estate transactions
- Extensive knowledge of numerous computer applications for both business and law (All Microsoft Applications; Word Perfect; Alta Star; Doubletime; ATIDS; Propel; Quicken; Time Matters; Westlaw; Lexis/Nexis; ProDocs; etc.)
- Bilingual (English/Spanish)

EDUCATION

Nova Southeastern University - Shepard Broad Law Center, Davie, FL

- Juris Doctorate, 2012

Florida Atlantic University, Boca Raton, FL

- Bachelor of Arts, *Cum Laude*, 2005
- Double Major: Management and Marketing; Minor in Literature

BAR ADMISSIONS

- Florida, 2014
- District of Columbia, 2015

PUBLICATIONS

- **The "Maybe" Deed**, published January 2015, Broward County Bar Barrister Magazine
- **Online Charitable Giving Yea or Nay?**, published July 2018, Broward County Bar Barrister Magazine

ASSOCIATIONS & MEMBERSHIPS

- Broward County Bar Association, Young Lawyers Section, West Broward Representative, 2015
- Broward County Bar Association, Young Lawyers Section, Charity Golf Committee, 2015-2018
- American Lung Association of the Southeast, Lung Force Luncheon Committee, 2015-Current
- Florida Bar, RPPTL Section
- Broward County Bar Association, RPPTL Section
- Broward Attorney's Real Estate Council, 2014-Current, President Elect 2021

HONORS & AWARDS

- Broward County Bar Association, Young Lawyers Section, Attorney of the Month, September 2015
- Super Lawyers "Rising Star", 2021 by Super Lawyers magazine
- "AV" Preeminent® Peer Review Rated™ by Martindale-Hubbell®, 2018-Present

EXPERIENCE

Revis, Hervas & Goldberg P.A.

Weston, FL

f/k/a Krause, Goldberg, Revis & Hervas P.A. f/k/a Krause & Goldberg P.A.

Partner

January 2017 - Present

Attorney at Law

May 2014 – January 2017

Certified Real Estate Paralegal and Estate Planning Paralegal

April 2007 – May 2014

- Conduct title searches (including name searches, lien searches, and judgment searches) on properties and individual owners
- Manage and Reconcile various bank accounts, including initiating wires, transferring funds and balancing
- Draft Real Estate Purchase and Sale Agreements, Seller's Documents, Declarations of Domicile, Memoranda and Affidavits, Powers of Attorney, Amendments, Mortgages, Deeds, Lease Agreements (including extensions), and Pre and Post-Occupancy Agreements for residential and commercial transactions
- Draft Estate Planning documents (including but not limited to Living Wills, Wills, Separate Writing, Codicils, Trusts, Trust Amendments, Health Care Surrogate, Durable Power of Attorney)
- Draft Probate documents, confer with Judicial Assistants and schedule court dates
- Interview and hire potential employees
- Organize and manage monthly firm meetings, including preparing agenda
- Perform key administrative functions (office correspondences, phones, supply orders, etc.)
- Supervise legal assistants, secretaries, and interns and draft quarterly reviews
- Maintain office filing system, database and edit outgoing documentation

Nova Southeastern University, Shepard Broad Law Center

Davie, FL

Adjunct Professor of Law

January 2017 – Present

- Teach Real Property Closing Workshop 3-Credit Course

Nova Southeastern University, Shepard Broad Law Center

Davie, FL

Student Government Section 6 Evening Student Representative

August 2009 – May 2012

- Represented Section 6, Class of '12, evening section at Student Government meetings
- Attended monthly student government meetings
- Organized and hosted budget meetings and determined budgets for over 50 different student organizations for each semester
- Organized and hosted many major student events such as 1L Orientation, Organization Fair, Family and Friends Day, Diversity Day, Barristers Ball, SBA Fundraisers, Happy Hours, and Socials for all students and their families; coordinated with professors; faculty; and vendors

Richard M. Mogerma, P.A. / Grant Title Co., Plantation, FL

Certified Real Estate Paralegal

July 2006 – March 2007

Executive Legal Assistant

June 2005 – June 2006

- Drafted Real Estate Purchase and Sale Agreements, Seller's Documents, Declarations of Domicile, Memoranda and Affidavits, Powers of Attorney, Amendments, Mortgages, Deeds, Lease Agreements (including extensions), and Pre and Post-Occupancy Agreements for residential and commercial transactions
- Generated "Condominium Documents" for commercial and residential properties
- Conducted title searches (including name searches, lien searches, and judgment searches) on properties and individual owners
- Packaged pre-trial documents and provided litigation support by assisting with case investigations
- Researched cases to identify the most relevant points; provided written summaries of research papers, documents, and other complex agreements
- Developed billing software program to generate bills on a monthly basis to clients
- Performed key administrative functions (office correspondence, phones, supply orders, etc.)
- Maintained office filing system, database and edited all outgoing documentation