

Tracey Robinson-Coffee

Attorney At Law

8661 Salt Grass Drive
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July 24, 2023

City Hall
222 West Main Street
Pensacola, Florida 32502

Attention: City Attorney

Dear City Attorney:

I am submitting my professional portfolio and Letter of Interest for the **Special Magistrate Services** position with the City of Pensacola. With my diverse background, interests and experience I am confident that I can significantly contribute to your team of legal professionals. My areas of expertise and qualifications include the following:

- Extensive experience as a litigator working as a sole practitioner, for state agencies or private law firms.
- Succeeded in a Quasi-Judicial role as School Board and Child Support Enforcement Hearing Officer analyzing law and drafting orders.
- Produced high volume as a Legal Service Provider for Florida Department of Revenue.
- Maintained own practice where represented Plaintiff's in Employment and Personal Injury cases from intake, to mediation, to trial.
- Served as an *Associate Attorney* for Blackburn & McCune, P.C. in Nashville, which focuses on *Civil Litigation*, primarily Plaintiff's work in the areas of *Labor and Employment Law*, *Personal Injury and Medical Malpractice*.
- More than 3 years of experience as an *Assistant State Attorney* with the Dade County State Attorney's Office, one of the largest in the nation.
- Devoted half of my career to working in government.
- Comprehensive knowledge of law on federal and local level, criminal law, evidence, labor and employment, medical malpractice, personal injury, and more.
- Extensive litigation experience in *preparing and arguing pre-trial motions*, preparing and conducting discovery, analyzing and preempting defense strategy, conducting settlement conferences, and trying cases in *State and Federal Court*.
- Excellent public speaker and boundless communicator with experience speaking before both large and small groups.
- Proven abilities in management with experience in supervising, managing, and training attorneys in law and procedures.
- Ability to define issues, propose solutions, and implement changes.
- Demonstrated leadership, communication and negotiating skills.

Earnestly, with my varied legal experience and career goals and having worked in various capacities as well as my knowledge of state statutes, federal regulations, administrative rules and court procedures; I would be an asset to the City of Pensacola. I hope to hear from you so we can discuss how I can best contribute to your team of legal professionals. I look forward to speaking with you.

Sincerely,



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Professional Profile

High-Caliber, ethical and motivated **Attorney at Law** is seeking Attorney position that will fully utilize my experience. Manage office of high volume law firm. Governed high case load as Child Support Hearing Officer and as Legal Service Provider for Florida Department of Revenue, Child Support. Operated solo practice handling multi-area system. Operated as the Director of Licensure for the State of Tennessee. Oversaw the licensing of over twenty-one hundred facilities. Responsible for drafting current licensure rules and policy. Succeeded as managing partner, solo practitioner and as an associate attorney for Blackburn & McCune, P.C.; a general practice plaintiff's law firm. Also, possess more than 3 years of experience as an *Assistant State Attorney* for Dade County State Attorney's Office in Florida, one of the largest prosecutor's offices in the nation. Work style exhibits maturity, self-confidence, and leadership with an affinity for working long hours to accomplish objectives. Highly organized with ability to prioritize responsibilities and manage multiple cases and projects simultaneously. Excellent writing and editing skills.

Extremely personable **Attorney** with an extensive background working and living in Florida and who maintains the highest levels of professionalism and work ethic in all environments. Strong interpersonal skills with ability to effectively communicate with all types of individuals and all levels of management and personnel.

Education

Doctor of Jurisprudence

ST. JOHN'S UNIVERSITY SCHOOL OF LAW

Jamaica, New York, 1997

Activities:

Director of Publications, Criminal Law Institute

Editor-in-Chief of McKenna Journal, "The Traffic Stop."

Elder Law Clinic

Trial Competitions:

ATLA Civil Trial Competition

Frank J. Rogers Mock Trial Competition, Semi-Finalist

Frederick Douglas Moot Court Competition

Bachelor of Science in Criminal Justice

Minor: Sociology

NORTHEASTERN UNIVERSITY

Boston, Massachusetts, 1994

Honors: Cum Laude, Dean's List, Criminal Justice National Honor Society

Advanced Training

Florida Judicial College

American Law Institute-American Bar Association

- Current Developments in Employment Law

Florida Prosecuting Attorney's Association Training

- Driving Under the Influence, Cultivating Child Witness and Evidence

Criminal Law Section of the Florida Bar

- Prosecutor Trial Training Program

Professional Affiliations

Florida Bar Assoc., Tennessee Bar Assoc., Escambia-Santa Rosa Bar Assoc.

Recruitment Screening Committee at Dade County State Attorney's Office

Professional and Law Experience

Attorney

TRACEY ROBINSON-COFFEE, PLLC.

Pensacola, Florida

Sept 2021 – Current

- **General Practice Law:** Performed all activities involved in a General/ Sole Practitioners Law Office with a primary focus on Criminal Defense.
- **Litigation:** Prepared numerous cases for depositions and hearings. Drafted and responded to discovery. Drafted petitions, motions, orders and other relevant pleadings. Performed legal research and draft memorandums.
- **Advisor & Counselor:** Interviewed, advised, and evaluated witnesses. Assessed and evaluated cases from inception to trial. Prepared witnesses for testimony at depositions, preliminary hearings and trials.
- **Manager & Administrator:** Contributed to marketing; maintain firm books, time and client files; ran the day to day operations of a small office.

Office Manager/Attorney

THE WATSON FIRM, PLLC

Pensacola, Florida

Feb. 2021 – Sept. 2023

- **Temporary Office Manager:** Managed a fast-paced personal injury firm including onboarding and offboarding, employee benefits and, personnel matters. Created Firm employee handbook. Secured the procurement and maintenance of office space, security and, IT. Met with and secure vendors. Inventory and purchased office supplies. Assisted in maintaining office management software and Firm protocols.
- **Attorney:** Assisted with Firm intake calls. Assess cases for intake. Handled criminal cases for the Firm. Met clients for initial intake, evaluated cases for retention. Worked criminal cases up from arraignment to trial. Represented clients in juvenile, county and circuit court on criminal matters.

Child Support Enforcement Hearing Officer
STATE OF FLORIDA

1ST Judicial Circuit

Sept. 2016 – June 2019

- **Quasi-Judicial:** Conducted hearings in a high caseload environment to determine matters of child support establishment, modification and contempt. Reviewed judge's orders of referral and conducted legal research in preparation for hearings. Prepared Reports and Recommendations with accompanying orders for referring judge's signature.
- **Manager & Administrator:** Managed one employee. Set referred cases for hearing. Prepared reports and attend staff meetings, Florida Unified Family Court meetings and meetings with varying agencies such as the Department of Revenue, the Clerk of Court and the Escambia County Sheriff's Department. Read professional journals and case law updates to stay current on regulations, statutes and law governing family law court.

Attorney

TRACEY ROBINSON-COFFEE, PLLC.

Pensacola, Florida

Jan. 2015 – June 2018

- **General Practice Law:** Performed all activities involved in a General/ Sole Practitioners Law Office with a primary focus on Criminal Defense, Family Law Employment Law and Personal Injury.
- **Litigation:** Prepared numerous cases for depositions and hearings. Drafted and responded to discovery. Drafted petitions, motions, orders and other relevant pleadings. Performed legal research and draft memorandums.
- **Advisor & Counselor:** Interviewed, advised, and evaluated witnesses. Assessed and evaluated cases from inception to trial. Prepared witnesses for testimony at depositions, preliminary hearings and trials.
- **Manager & Administrator:** Contributed to marketing; maintain firm books, time and client files; ran the day to day operations of a small office.

Legal Service Provider

FLORIDA DEPARTMENT OF REVENUE

Pensacola, Florida

Sept. 2009 – March 2015

- **Litigation:** Prepared numerous cases for child support establishment, enforcement and modification hearings. Drafted and responded to discovery. Drafted motions, orders and other relevant pleadings. Presented the State of Florida's case at trial and pretrial hearings.
- **Advisor & Counselor:** Represented Department of Revenue's interest. Advised custodial and non-custodial parents. Filed petitions, motions and notices. Demonstrated a commitment to ethics and public service.

Director of Licensure

**TENNESSEE DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL
DISABILITIES**

Nashville, Tennessee

April 2007 – Dec. 2007

- **Directive:** Planned and promoted the availability of a comprehensive array of early intervention, treatment, habilitation and rehabilitation services through the licensing process; protected the interest of tax-paying citizens against unlicensed practitioners, unsafe environments, inadequate education and training of personnel, physical abuse and any unscrupulous acts deemed detrimental to the treatment of the general welfare of mental health/developmental disabilities issues or in need of personal support services.

- **Manager & Administrator:** Directed State Office of Licensure with regional offices in Nashville, Knoxville and Memphis. Supervised over 40 employees. Authorized expenditures. Oversaw and directed training for employees and providers. Coordinated public information. Conferred with public including law enforcement and community groups. Drafted new Licensure rules and amended old rules for legislative approval. Addressed legislative committees. Entrusted with most vulnerable population.
- **Advisor & Counselor:** Administrator to Licensure IT Program; Communicated to Office of Legal Counsel and drafted memorandums clarifying Licensures position and interpretation of rules. Advised Commissioner on Licensure issues such as suspending admissions.

Attorney

THE LAW OFFICE OF TRACEY ROBINSON-COFFEE

Nashville, Tennessee

Feb. 2003 – April 2007

- **General Practice Law:** Performed all activities involved in a General/ Sole Practitioners Law Office with a primary focus on Criminal Defense, Employment Law, Medical Malpractice and Personal Injury.
- **Litigation:** Prepared both criminal and civil cases from initial client interview through appeal. Litigated in state and federal courts.
- **Manager & Administrator:** Supervised paralegal; maintained firm books, time and client files; ran the day to day operations of a small office.
- **Community Involvement:** Donated attorney time toward pro bono activities; made charitable contributions towards student scholarships, drug rehabilitation programs, Habitat for Humanity, and local youth organizations.

Attorney

BLACKBURN & MCCUNE, P.C.

Nashville, Tennessee

Jan. 2001 – Feb. 2003

- **General Practice Law:** Performed all activities involved in a General Practice Plaintiff's Law Firm with a focus on Labor and Employment, Medical Malpractice, Personal Injury and Criminal Defense.
- **Litigation:** Prepared and argued pre-trial motions, prepared and conducted discovery, analyzed and prepared defense strategy in criminal cases, facilitated plea negotiations, and conducted settlement conferences. Litigated cases before state and federal courts.
- **Advisor & Counselor:** Interviewed, advised, and evaluated witnesses. Assessed and evaluated cases from inception to trial. Prepared witnesses for testimony at depositions, preliminary hearings and trials.
- **Clientele:** Clientele was diverse and consisted of middle-class America. Worked extensively with general public concerning assorted legal issues including bankruptcy, family law, consumer finance, real estate, employment, tax, and small business.
- **Legal Research:** Conducted legal research and drafted complaints, memoranda of law, briefs, interrogatories, and other pleadings. Researched, drafted, and litigated pre-trial and post-trial motions.

Attorney

DADE COUNTY STATE ATTORNEY'S OFFICE

Miami, Florida

Aug. 1997 – Oct. 2000

- **General Practice Law:** Given broad autonomy and discretion. Facilitated filing decisions and handled case from inception to culmination at trial. Served as an "A" level trial attorney who

prosecuted 1st Degree Felonies including Attempted Murders, Armed Robberies, and Sexual Batteries.

- **Litigation:** Conducted more than 25 Jury trials. Prepared and argued pre-trial motions, prepared and conducted discovery, analyzed and preempted defense strategy, conducted plea negotiations, and conducted trials. Represented State in criminal matters, appeals, post-conviction and collateral review.
- **Management:** Served as *Former Division Chief for Juvenile Division* and in charge of supervising and training Attorneys in law and procedures. Delegated responsibilities and supervised job performances. Managed all cases involving juveniles who were charged with sexual offenses, serious habitual offenders and issues of competency. Was formerly assigned to the *Domestic Violence Unit, Specialized Unit*.
- **Advisor & Counselor:** Advised and counseled witnesses, civilians, and police agencies regarding criminal procedure. Prepared witnesses for testimony at depositions, preliminary hearings and trials. Tried cases before State Circuit Courts, filed briefs, and made oral arguments before Court of Appeals on post-conviction and collateral review.
- **Community Relations:** Consistently built and nurtured professional relationships in the community due to extensive interaction between individuals, agencies, and businesses, and due to strong communication skills.

Community Affiliations

Member Bethel A.M.E. Church; Women's Missionary Society; Jack and Jill of America, Inc. Immediate Past President; ReadyKids Reading Pals; Founder of Edith Stewart Scholarship