

September 26, 2013

Tria Lawton-Russell  
[REDACTED]

Non-Instructional Staffing Department  
Attention: Victoria Kaufman  
600 S.E. Third Ave., 3rd Floor  
Fort Lauderdale, FL 33301

Dear Ms. Kaufman,

I am writing in regard to the job posting in the Florida Bar News for the Administrative Counsel position. I am an experienced attorney with thirteen (13) years of litigation experience. As a former Assistant State Attorney, with the Miami-Dade State Attorney's Office, I have ample criminal law experience in both bench and jury trials in County and Circuit Court.

I have also litigated on behalf of the Department of Children and Families, in both dependency and termination of parental rights (hereinafter "TPR") cases in Circuit Court. I am currently an attorney with the Agency for Health Care Administration (hereinafter "AHCA" or "Agency"), and have been employed with AHCA as an Assistant General Counsel for the past nine (9) years.

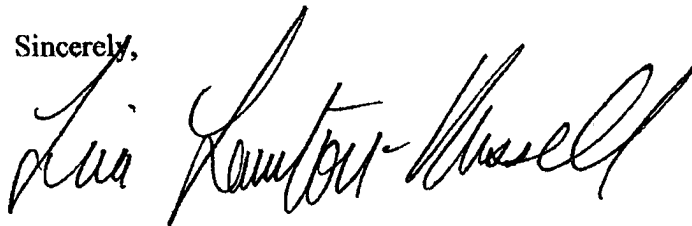
As an Assistant General Counsel with AHCA, I have over nine years experience in administrative law proceedings. Furthermore, as a litigation attorney for the past thirteen years, I have tried cases not only in front of the Division of Administrative Hearings (hereinafter "DOAH"), but also in County and Circuit Court. I am also eligible to practice in the United States District Court for the Southern District of Florida.

Both my experience as a litigator and an English major have provided me with strong oral and written communication skills.

My experience spans criminal, dependency, and currently administrative health law. I have excellent research and writing skills. I was an English Literature major in college, and have continued to hone my research and writing skills as an attorney. While working as an Assistant State Attorney I researched, wrote, and defended my DUI appeals. As an Assistant General Counsel with the Agency for Health Care Administration (AHCA), I have prepared several proposed recommended orders (PROs) subsequent to trial as well as other litigation pleadings. These PROs require substantial research and writing and are the basic equivalent of a brief.

In closing, I appreciate your time and consideration in reviewing the attached materials. I may be contacted either at home [REDACTED] or by cell [REDACTED] and also by e-mail at [REDACTED] should you wish to meet with me and discuss my qualifications further.

Sincerely,



Tria Lawton-Russell

# Tria A. Lawton-Russell



## EDUCATION

**University of Iowa College of Law, Iowa City, IA**  
J.D. May 2000

August 1999 to  
May 2000

**University of Iowa College of Law, Iowa City, IA**  
Articles Editor, *The Journal of Gender, Race & Justice*  
**Journal Paper:** *Sex Discrimination in Health Insurance Coverage of Viagra and Exclusion of Birth Control and Infertility Treatments*

**University of Miami, Coral Gables, FL**  
Bachelor of Arts, Cum Laude, May 1997  
**Major:** English Literature; **Minor:** Secondary Education  
**Senior Thesis:** Repetition with a Difference: Tracing the Literary Parentage of Gloria Naylor's The Women of Brewster Place and Bailey's Café

## EXPERIENCE

August 2004 to  
Present

**The Agency for Health Care Administration, Miami-Dade County, FL**  
*Assistant General Counsel*

- Represent the Agency in litigation against various health care facilities in both formal hearings in front of the Division of Administrative Hearings (DOAH) and informal hearings
- Draft administrative complaints seeking civil penalties and/or licensure revocation against various health care facilities in violation of statutory or administrative rules
- Prepare legal memoranda regarding various health care related topics and review proposed legislation regarding administrative rules

October 2003 to  
July 2004

**The Florida Department of Children and Families, Miami-Dade County, FL**  
*Senior Attorney*

- Prosecuted dependency cases and litigated Termination of Parental Rights (TPR) cases in Circuit Court
- Drafted Dependency and Termination of Parental Rights Petitions and other legal documents
- Advised child welfare workers regarding removal and placement of children at risk

August 2000 to  
September 2003

**Miami-Dade County State Attorney's Office, Miami-Dade County, FL**  
*Assistant State Attorney*

- Litigated misdemeanor and felony crimes committed by both adults and juveniles in bench and jury trials in Circuit and County Court
- Conducted and defended depositions of both adults and children
- Researched and wrote appellate briefs
- Presented oral arguments in support of appellate briefs

## SKILLS

Westlaw, Lexis/Nexis, WordPerfect, Word and Microsoft Works

## LICENSES/

Member, The Florida Bar

## CERTIFICATIONS

United States District Court for the Southern District of FL

