

MITCHELL LAWRENCE SILVERMAN

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EDUCATION

Florida State University College of Information

Tallahassee, FL

Master of Science (via distance learning), Expected Graduation: Spring 2009

Reference & Instruction Specialization (planned). 4.0 GPA in first three semesters of graduate work.

Florida State University College of Law

Tallahassee, FL

Juris Doctor, December 1998

Book Award: Mediation (Spring, 1998, Highest Grade in Class); Phi Delta Phi International Legal Honor Society; board member, Leon County ACLU; member, Leon County ACLU legal panel; national and law school ACLU member; Distinguished Pro Bono Service Award

New College of the University of South Florida

Sarasota, FL

Bachelor of Arts, General Studies, May 1994

Researched, wrote and defended senior thesis; Phi Kappa Phi Honor Society; Justice and Chief Justice, New College Student Court (1991–1994); writer and editor, campus newspaper (1991–1993); College Bowl team (1992 state champions); Student Volunteer, Association for Computing Machinery Hypertext '93 conference, Seattle, WA

EXPERIENCE

Internet Public Library (<http://www.ipl.org>)

Online

Reference Administrator/Senior Reference Administrator (volunteer)

Apr. 2007–date

Process questions received by virtual library's "Ask a Question" service; determine appropriateness of and categorize questions; reject questions if necessary based on subject or workload; answer user questions; supervise workflow and effectiveness of and mentor Reference Administrators; designed brochure for IPL "Ask a Question" service; substantially revised frequently asked reference questions Web page on intellectual property.

Law Offices of Mitchell L. Silverman, P.A.

Hollywood, FL

Sole Practitioner

Nov. 2000–date

Advise clients; draft and implement estate plans; administer estates and trusts; arranged for foreign charity to be able to accept tax-deductible U.S. donations; represented sellers in international real estate transaction; successfully represented lawyer in appeal of Florida Bar advertising committee opinion; consult with other lawyers about computer hardware and software, law office automation issues, and legal ethics issues.

Tolgyesi, Katz, Hankin & Katz, P.A.

Hollywood, FL

Associate

May 2000–Nov. 2000

Appeared in court in initial stages of cases; researched and drafted demand letters and legal motions; legal research and writing.

Self employed

Sunrise, FL

Law Clerk/Consultant

Jan. 1999–May 2000

Legal research and writing as independent contractor; consulted about computer hardware and software.

Children's Advocacy Center, Florida State University College of Law

Tallahassee, FL

Certified Legal Intern

Sep. 1997–Apr. 1998

Represented victims of domestic violence with children in family court; researched changes in Florida law relating to family mediation and domestic violence and educated faculty and fellow interns on changes

AFFILIATIONS, CERTIFICATIONS, AND SKILLS

Member: Florida Bar, American Library Association, American Society for Information Science and Technology, American Association of Law Libraries

Florida Supreme Court-Certified County Court Mediator; Qualified Arbitrator

Legal research using computerized and printed tools

Comprehensive knowledge of computers and software, such as: Microsoft Windows and Office; WordPerfect; knowledge management applications; Web-based applications including collaboration tools; Web design; programming; UNIX experience