

MELISSA O. HANSON

3451 Randolph Street
Jacksonville, Florida 32207
(904) 233-0878 (cell)

EDUCATION

University of Florida College of Law, Gainesville, Florida
J.D. with High Honors, December 1995

Class Rank: 2

University of Florida Law Review, member
Order of the Coif

University of California, Berkeley
B.S., June 1992

**PROFESSIONAL
EXPERIENCE**

Florida State University College of Law, Tallahassee, Florida
August 2014 – present

Legal Writing Professor

- Instruct first year students in Legal Writing and Research I (objective legal writing) and Legal Writing and Research II (persuasive legal writing)
- Create/update course materials for both courses
- Instruct second and third year students in Federal Courts
- Create course materials for Federal Courts course
- Create course materials for online Employment Law course for JM program
- Create course materials for online Employment Discrimination course for JM program

Track Director for Legal Risk Management and HR Compliance Track of JM Program

Recipient of FSU 2016-17 Graduate Teaching Award

Member of Judicial Clerkship Committee

- Recruit judges to visit school
- Meet with visiting judges to develop student clerkship opportunities
- Mentor students interested in pursuing clerkships.

Assistant Advisor to Moot Court Team (2014-2016) advised Moot Court Team members on brief writing techniques.

United States District Court for the Middle District of Florida,
Jacksonville, Florida, July 2003 – July 2014

Career Law Clerk to the Honorable Brian J. Davis, U.S. District Judge, January 2014 – July 2014

- Researched and drafted Orders and Opinions in civil cases for the Judge's review and signature
- Conducted legal research on civil and criminal issues to assist the Judge in trials, hearings, and other proceedings
- Established procedures and policies for Chambers operations
- Assisted in establishment of internship program for law school students

Career Law Clerk to the Honorable Monte C. Richardson, U.S. Magistrate Judge, July 2003 – January 2014

- Researched and drafted Orders, Reports and Recommendations, and Opinions for the Judge's review and signature
- Conducted legal research on civil and criminal issues to assist the Judge in trials, hearings, and other proceedings
- Supervised, mentored and reviewed all written work by law school interns.

Foley & Lardner, Jacksonville, Florida
May 1996 - July 2003

Senior Associate Counsel, Labor & Employment

- Counseled clients on compliance issues
- Trained clients' employees on avoidance of discrimination claims
- Addressed labor and employment issues at seminars for human resources professionals
- Reviewed and drafted employee handbooks and employment contracts
- Litigated in state and federal courts, including:
 - Conducted all phases of discovery, including depositions of plaintiffs and material witnesses
 - Represented clients in mediation
 - Co-chaired seven jury trials in federal court
 - Researched, drafted, and argued dispositive motions
 - Prepared appellate briefs, including two Petitions for Certiorari to the United States Supreme Court

Other Professional Experience:

Finalist for U.S. Magistrate Judge, Middle District of Florida position in 2013

United States District Court Pro Se Subcommittee
July 2013 - present

- Member of subcommittee consisting of judges and attorneys working to improve the assistance provided to pro se litigants in the United States District Court for the Middle District of Florida.

Chapter Coordinator, Elkouri & Elkouri, How Arbitration Works (Alan Miles Ruben ed., Section of Labor and Employment Law, American Bar Association, 6th ed. 2003)