

RACHEL FLATT
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SUMMARY

Attorney and Adjunct Professor with a passion for helping others.

EDUCATION

Texas Wesleyan University School of Law

Juris Doctorate

Licensed by the State Bar of Texas November 2011

Fort Worth, Texas

August 2008-May 2010

Texas A&M University

B.B.A. Management – Human Resources track

Minor in English with Emphasis in Professional Writing

Presidents Endowed Scholar

College Station, Texas

August 2003-December 2006

EXPERIENCE

Law Office of Rachel Flatt

Attorney & Owner

- o Practiced in Hopkins, Franklin, Titus, Delta, Rains, Wood, and Lamar Counties in civil and criminal matters.

Sulphur Springs, Texas

June 2013-Present

Price Law

Case Manager

- o Negotiated with insurance companies, drafted correspondence, and assisted clients in preparing for oral statements and depositions.
- o Maintained client files, coordinated client appointments with medical providers and helped clients with their everyday needs and questions during their cases.
- o Worked with paralegals to assist clients.

Sulphur Springs, Texas

June 2012 - June 2013

Rasansky Law Firm

Intake Coordinator & Legal Assistant

- o Interviewed potential clients, analyzed data provided, and effectively communicated pertinent facts and legal issues to attorneys.
- o Conducted legal research and wrote legal memoranda summarizing findings.
- o Worked with paralegals drafting and editing a wide variety of legal documents and correspondence.

Dallas, Texas

April 2009-February 2010

Law Office of Chad Cable

Legal Assistant

- o Optimized, updated, and maintained the firm filing system both digitally and in hard copy.
- o Communicated with clients, court staff, attorneys and other professionals regularly.
- o Drafted correspondence and legal documents.

Sulphur Springs, Texas

January 2003-March 2009

VOLUNTEER EXPERIENCE

Hopkins County Teen Court

Trial Judge

- o Presided over Class C Misdemeanor cases.
- o Mentored student attorneys, bailiffs, clerks, and jurors.
- o Helped youth offenders understand courtroom procedure.

Sulphur Springs, Texas

August 2012-Present

Legal Aid of NorthWest Texas

Intake Volunteer

- o Assisted clients with completion of intake documents while providing personalized service.
- o Assisted attorneys during initial client interviews.

Fort Worth, Texas

October 2008-July 2010