

March 13, 2016

I write with the upmost enthusiasm to express my interest in the position of Recording Secretary and for a position as a Class I member on the Board of Directors within the Dominican Bar Association (DBA).

I am especially proud of my Dominican heritage and wholeheartedly support the DBA's commitment to supporting and assisting not only Latino lawyers but also aspiring attorneys as well. I strongly believe in giving back to the community. I have been personally impacted by the DBA's work.

In 2010, I was a recipient of the DBA Law Student Scholarship. This accomplishment set the tone for my immersion into the legal profession. Since then, it has given me great satisfaction to continue my involvement with the DBA.

I currently serve as Recording Secretary and Co-Chair of the DBA's Community Outreach Committee, which works with community organizations, volunteer attorneys, and law students to present *Know Your Rights* presentations in the Spanish language. I firmly believe that educating and empowering the Spanish-speaking community about their legal rights is an especially worthy cause.

The DBA has offered me enriching experiences on both a professional and personal level. I would like the opportunity to continue to play an active role within the DBA. Moving forward, I would like to work towards the expansion and betterment of the DBA.

Through my work and volunteer experiences, I have developed strong clerical, organizational, and time management skills, which would have proven very beneficial in my current position as Recording Secretary. As a director on the DBA, I hope to be able to use my decision-making authority for the progress of the DBA.

In sum, I ask to be considered for the position of Recording Secretary and as a member on the Board of Directors. I am committed to making a positive contribution to the DBA. I look forward to being able to give back to not only the Dominican community but also to the Latino community more broadly. Moving forward, I hope to continue to be a part of the Community Outreach Committee and hope to be involved in other endeavors within the DBA, such as the Youth Outreach Committee.

Please do not hesitate to contact me should you have any questions.

Thank you in advance for your consideration.

Respectfully,

Carla A. Taveras  
[carla.taveras@gmail.com](mailto:carla.taveras@gmail.com)  
718-570-1560

**EDUCATION**

**ST. JOHN'S UNIVERSITY SCHOOL OF LAW, Queens, NY**

Juris Doctor, June 2013

**Bar Admission:** New York, August 2014

**Honors:** **CALI Award** for the highest grade in Legal Analysis & Writing, Fall 2010

**Recipient**, 2012, Salvador Cheda Scholarship Award, Latino Lawyers Association of Queens County (LLAQC);

**Recipient**, 2011, 2012, St. John's University, School of Law Public Interest Fellowship

**Activities:** **Volunteer**, New York City Civil Court Housing Court's Resolution Assistance (RAP) Program, 2013;

**Street Law en Español Coordinator**, 2012-2013, 2011-2012, St. John's Latin American Law Students Association

(LALSA); **Secretary**, 2012-2013, St. John's Multilingual Legal Advocates (MLA); **Participant**, Spring 2012, Street

Law: Legal Education in the Community; **Member**, 2010-2013, St. John's SBA Public Interest Committee; **IL**

**Representative**, 2010-2011, St. John's Latin American Law Student Association (LALSA)

**NEW YORK UNIVERSITY, COLLEGE OF ARTS & SCIENCE, New York, NY**

Bachelor of Arts, *cum laude*, Political Science, Minor in Latino Studies, May 2008

**EXPERIENCE**

**JUSTICE AMERICORPS, CATHOLIC MIGRATION SERVICES**

December 2014-Present

**Equal Justice Works Justice AmeriCorps Legal Fellow**, Brooklyn, NY

Provide direct representation to unaccompanied immigrant children meeting program requirements. Conduct thorough intakes to determine the forms of legal relief available. Represent children in removal proceedings, as well as before U.S. Citizenship & Immigration Services and state court proceedings related to a child's immigration case.

**LEGAL INFORMATION FOR FAMILIES TODAY (LIFT)**

November 2013-November 2014

**Bilingual Hotline Program Associate**, Brooklyn, NY

Provide legal information in both English and Spanish to people involved in New York City Family Court. Answer telephone hotline calls and respond to written email hotline inquiries in both English and Spanish regarding family law and Family Court procedure.

Collect and report data.

**CATHOLIC MIGRATION SERVICES – BREAD & LIFE IMMIGRATION CLINIC**

August 2013-October 2013

**St. John's University School of Law Postgraduate Public Service Fellow**, Brooklyn, NY

Conducted legal research and assisted in providing direct legal services in the area of immigration law.

**CONSUMER JUSTICE FOR THE ELDERLY: LITIGATION CLINIC,**

Spring 2013

St. John's University School of Law, Queens, NY

**Legal Intern**, Assisted in the representation of elderly clients in a deed theft litigation case. Assisted in the preparation of various motions and correspondence with clients and opposing counsel. Conducted telephone intakes and provided referral information where necessary.

**LATINOJUSTICE PRLDEF, New York, NY**

Fall 2012

**Legal Extern**, Conducted legal research and prepared legal memoranda on various issues concerning civil rights impacting immigrant and underserved communities. Assisted with pending litigation that challenge discriminatory policies such as anti-immigrant policies and/or ordinances. Participated in community outreach and education.

**BROOKLYN DEFENDER SERVICES, Brooklyn, NY**

Summer 2012

**Legal Intern**, Assisted in the representation of indigent non-citizen clients facing deportation as a result of contact with the criminal justice system. Assisted trial attorneys in advising non-citizen clients as to the immigration consequences of guilty pleas. Prepared various legal memoranda and template habeas corpus petition. Drafted affidavits in support of two motions alleging ineffective assistance of counsel on the grounds that the client was not properly advised of the immigration consequences of accepting particular criminal pleas.

**BREAD AND LIFE: IMMIGRATION CLINIC, St. John's University School of Law, Queens, NY**

Fall 2011

**Legal Intern**, Provided direct legal services to clients in the area of immigration law. Conducted client interviews with Spanish-speaking clients for case analysis and fact gathering. Researched and prepared memoranda on immigration law issues, specializing in visa sponsorship, naturalization, and adjustment of status.

**LEGAL SERVICES NYC- Bronx**, Bronx, NY

Summer 2011

**Legal Intern**, Drafted and prepared Violence Against Women Act (VAWA) Self-Petitions and U Nonimmigrant Visa applications for survivors of domestic violence. Conducted client interviews with Spanish-speaking clients. Attended family court proceedings and assisted with court preparations.

### FELLOWSHIPS & AWARDS

**Recipient, 2012 Salvador Cheda Scholarship Award. Latino Lawyers Association of Queens County (LLAQC)**, Selected as scholarship recipient for “Outstanding Commitment to Educating and Empowering the Latino Community” due to my involvement with the St. John’s Latin American Law Students Association (LALSA) Street Law *en Español* program.

**Recipient, 2010 Law School Scholarship, Dominican Bar Association, Inc.**, Selected as one of two law students awarded scholarship based on criteria including active involvement within the Latino community, academic merit, and financial need.

**Recipient, 2008 National Summer Youth Fellow, Dominican American National Roundtable**, Awarded fellowship working at La Alianza Dominicana, Inc., a non-for-profit organization. Conducted survey assessing the Latino community’s familiarity with the naturalization process, and educated the community about the rights and responsibilities of U.S. citizens.

**Language:** Fluent in Spanish