

IRENE PONS

2425 Flowering Dogwood Dr.
Orlando, FL 32828
407-488-3270
ipons@mail.ucf.edu

EDUCATION:

Nova Southeastern University, Shepard Broad Law Center, Ft. Lauderdale, Florida
Juris Doctorate, May 2004

ACTIVITIES/HONORS: Sports and Entertainment Law Society, President 2002-2003
Hispanic Law Student Association, Secretary 2001-2003
Pro Bono Honor Program 250 Pro Bono Service Hours 2001-2004
Semi-finalist Nova Southeastern Negotiation Competition 2001

University of Central Florida, Orlando, Florida
Bachelor of Arts, December 2000
Major: Organizational Communication
Minor: Computer Graphic Design

ACTIVITIES/HONORS: Miss Casa de Puerto Rico 1999-2000
Phi Alpha Delta Pre Law Fraternity Member 1998-2000
Hispanic American Student Association Member 1996-1999

EXPERIENCE:

University of Central Florida December 2005 – Present

Instructor, Legal Studies

- Conduct college-level courses in Criminal Justice and Legal Studies to university students.
- Prepare and present lectures to students on law and business practices; research and compile bibliographies of specialized materials for outside reading assignments; stimulate class discussions.

Ajilon Legal January 2006 - August 2007

Executive Legal Recruiter

- Conducted screening interviews with qualified Paralegal and Attorney candidates from the internal job posting system and from external applicants.
- Played an active role in career fairs and college recruiting.
- Developed strong client and candidate relationships and maintained communication with both.

The Draves Law Firm August 2003- December 2005

Family Law Paralegal/Criminal Law Orlando, Florida

- Represented clients in the entertainment industry by drafting various agreements and filing appropriate copyright and trademark applications to protect clients' interests.

- Assisted with matters related to family law issues, attended depositions, mediations.
- Drafted Marital Settlement Agreements, Wills, Trusts and Various Contracts.

Volunteer Lawyers for the Arts

January 2004 – May 2004

Legal Intern/ Pro Bono Legal Services for the Arts

New York, New York

- Drafted client referral memos, attended client counseling sessions.
- Developed a pamphlet to assist artists with filing for bankruptcy.
- Answered client questions on the art law line regarding all aspects of Entertainment Law.

INTERNSHIPS DURING LAW SCHOOL

July 2002 – December 2003

MTV Networks Latin America

Legal Intern/ MTV Latin America Regional Office

Miami Beach, Florida

- Drafted performer/ presenter agreements and reliance letters for the Latin Video Music Awards.
- Created a unique PowerPoint graphics presentation for a joint venture movie project.
- Created charts and managed status of all executed contracts.

BMG Latin America

Legal Intern/ BMG Latin American Regional Office

Coral Gables, Florida

- Drafted joint venture agreements, licensing agreements, music contracts, and assisted with copyright and trademark issues.
- Researched legal issues pertaining to all aspects of the music industry.

Stephen Rakusin, P.A.

Paralegal/ Commercial Litigation-Family Law

Ft. Lauderdale, Florida

- Drafted subpoenas, complaints, and answers to complaints.
- Attended depositions and researched legal issues dealing with Bankruptcy, Construction Litigation and Family Law.

Federal Public Defender

Law Clerk

Orlando, Florida

- Researched legal issues and drafted an Appellate Brief.
- Communicated on a first-hand basis with inmates regarding their pending cases.
- Attended hearings, and depositions, translated FBI audio tapes from Spanish to English.

LANGUAGES:

- Proficient in Spanish (Read, Write, Speak)