

Marlene A. Murphy, Esq.
3305 College Avenue, Davie, Florida 33314

marlarms@nova.edu
954-262-6255(w)

EDUCATION

Juris Doctor, (J.D.)

Nova Southeastern University, Shepard Broad Law Center

Award: Pro Bono Honor Program

Award: Dean's List Winter 2007

Award: Dean's List Fall 2006

Bachelor of Laws (LLB)

University of the West Indies, Barbados Campus

Recognition: *U.S. equivalent of Cum laude*

Bachelor of Arts, History (B.A.)

University of the West Indies, Jamaica Campus

Recognition: *U.S. equivalent of Summa cum laude*

Award: Dean's Award for Excellence

Award: Neville Hall Faculty Prize

Award: University Course Prize, Year II Faculty Prize

PROFESSIONAL EXPERIENCE

Critical Skills Instructor

June 2015- Present

Nova Southeastern University Shepard Broad Law Center

Fort Lauderdale, FL

- Teach Legal Study Skills (LSS) -first year skills course, and Advanced Legal Analysis (ALA) -pre-bar preparation course and provide academic support for students in the areas of study skills, reading or expository writing.
- Assist with designing and presenting various skills workshops and instructional segments for the Critical Skills Program on preparing students for and succeeding in law school.
- Interact with students informally and formally on a regular basis to collect helpful feedback from students.
- Monitor students' attendance and participation in academic support sessions on an ongoing basis to maintain the quality of the program.
- Identify and collaborate with faculty interested in assessing, improving and critiquing student skills development.
- Coordinate and create structures for the integration of law school and community-wide resources to facilitate the delivery and development of the bar examination initiative across the curriculum.

Adjunct Faculty /FBAP coach

July 2008 – June 2015

Nova Southeastern University, Shepard Broad Law Center

Fort Lauderdale, FL

- Mentor and prepare Law School graduates for the Florida Bar Exams under the Critical Skills Program/Florida Bar Auxiliary Program at Nova Southeastern University, Shepard Broad Law Center.

- Provide guidance and instruction to assigned students on best possible ways to maximize study/course guides.
- Meet with students weekly and consult with students by telephone and email.
- Participate in preparing detailed Bar study plans to suit each student, adjust schedules based on each student's progress.
- Monitor the progress of each student, direct and advise each student about how to practice Multiple Choice and essay questions in their Barbri and PMBR/Kaplan Books.
- Assign essays and give weekly feedbacks.
- Keep track of student's progress, collect and compile weekly statistics from each student, and keep an accurate and current record of each student's essay and multiple choice scores.
- Report scores, progress and all information relating to the performance of each student and respond to questions on the data in a prompt manner.

Campus Dean

Strayer University

April 2013– May 2015

Fort Lauderdale Campus, FL

- With the Campus Director, shares overall management responsibility for the campus to create an environment supportive of a quality educational experience as well as create and maintain a campus culture that ensures the campus achieves all quarterly goals.
- Actively supports all campus new student enrollment and continuing student retention efforts as well as collaborate with all campus departments as necessary to promote student success and achieve campus objectives.
- Ensures compliance with academic policies, procedures and standards including specific state regulations.
- Ensures compliance with current Strayer University Faculty and Staff Handbook, Strayer University Student Handbook, and Strayer University Information Technology policies as listed in StrayerNow.
- Ensures staff compliance with applicable University-wide required training.
- Teaches one course each quarter and is present on campus at least two evenings per week to observe faculty, advise students, and verify academic quality.
- Achieves expected student learning outcomes by, among other things, auditing course syllabi, reviewing course learning assessment tools, and ensuring instructional quality.
- Selects, assigns and mentors faculty consistent with the University's Faculty Hiring Procedures including assuring their successful completion of teaching demonstrations and new faculty orientations.
- Screens, interviews, hire and evaluates other academic campus-level staff (Academic Assistant, LRC Manager) and ensures they are aware of performance expectations in the appropriate areas of responsibility.
- Evaluates the performance of each full-time faculty, adjunct faculty, and academic staff each year.
- Addresses issues related to faculty and staff performance, student behavior, and campus operations immediately as they occur.
- Holds full-time faculty and Associate Campus Dean accountable for teaching schedule and additional campus hours as specified in the faculty contract.

- Conducts, reviews and discuss student evaluations (Student Opinion Poll course data), as well as class observation data, with faculty each quarter to improve teaching and other aspects of performance.
- Implements the University's faculty development program by, among other things, providing information on the availability of professional growth and development funds, procedures to be followed by faculty in requesting such funds, participation in professional associations, and the development, execution and evaluation of professional development plans.
- Builds a cohesive professional community at the campus by, among other things, holding quarterly meetings of full-and part-time faculty, disseminating information from the University administration to the faculty and staff and vice versa, communicating resource needs to appropriate authorities, and encouraging the participation of faculty and academic staff in university activities and programs.
- Manages academic advising, student tutoring in basic subjects, developmental math and English, and other educational support programs and services.
- Conducts effective new student orientations, including introduction to online learning, to familiarize adult learners with University policies, procedures, and services.
- Ensures timely program completion by collaboratively scheduling classes when students need them, sharing faculty with other campuses and Strayer University Online, and creating and maintaining annual campus class schedules at all times.
- Manages the advising, tutoring, and class count budgets within expected limits.
- Manages the campus Learning Resource Center to achieve its information literacy and career development objectives.
- Manages the campus computer labs to assure effective student learning and operations.
- Provides ongoing assistance and support to campus-based students enrolled in online classes.
- Tracks and improves campus cohort graduation rates.
- Participates in the ongoing assessment of university programs and services

Full Time Faculty/ Student Advisor

January 2011– March 2013

Faculty Development Specialist, Classroom Faculty

Evaluator/ Faculty Senate member

Strayer University

Fort Lauderdale Campus, FL

- Delivers quality education by managing academic resources; ensures proper instruction, assessment and delivery of curriculum materials; manages the learning environment both on line and on ground; and facilitates the use of the institution's learning methods and materials.
- Teach graduate and undergraduate legal and criminal justices courses online and on ground. Courses taught includes Business Law I (LEG 100); White Collar Crime (LEG 200); Criminal Law (LEG 320); Law Ethics and Corporate Governance (LEG 500), and Criminal Justice (CRJ) Courses
- Collaborates with Campus Dean to determine faculty staffing needs; facilitates new faculty training and professional development; provide support to Campus Dean in the selection, hiring and scheduling of faculty.

- Work with Campus Dean to ensure campus compliance with DOE guidelines, Accrediting organization's criteria and the University's policies, procedures and practices.
- Register/ Enroll students in classes, review program curriculum; advice on course selection; prepare PEP; explain repeat policies; advice on probation, suspicion and termination; advice students on progress toward graduation.
- Enters First Quarter Advising comments, probation suspension and termination comments in Strayer 360 dashboard; submit cases to the Registrar or generate cases when necessary to the appropriate designee for appeals to ensure compliance with internal audits. Contact my advisees at least twice per quarter.
- Attend and participate in Faculty Training Workshops; WebEx faculty training sessions, commencement.
- Supports new faculty through the orientation process; host synchronous sessions for new faculty; Mentors new on-ground or online faculty
- Develop teaching best practices resources and Blackboard best practice resources
- Create job aids and other faculty resources; Conduct webinars and/or discussions around best practices in teaching.
- Travel to a minimum of three (3) assigned campuses per week and conduct classroom observations for the entire four hour class period.
- Complete the standard evaluation form during each of the classes observed.
- Complete detailed written reports in Literati for each observed class within 48 hours of the observation.
- Participate in weekly WebEx sessions and phone calls with the Director of Faculty Evaluation.
- Served on the Academics Committee; Participated in discussions on the way forward for Faculty development.
- Assisted in directing the Faculty Senate to pursue a very vital and dynamic program of work for the University.

Attorney/Sole Practitioner

January 2008 – December 2012

Law Offices of Marlene A. Armstrong, P.A.

Pompano Beach, FL

- Represent clients in Foreclosure Defence. Negotiates Loan modifications with Mortgage Companies, Servicers, and investors.
- Represent clients in Family Law matters including divorce proceedings, child support, custody, domestic violence matters.
- Attend calendar calls, motion hearings, and depositions.
- Represent clients in probate matters.
- Prepare Estate Planning Documents- Wills, Durable Power of Attorney, Living Wills, Quit Claim Deed.

Associate Attorney

September 2007 – December 2007

Law Offices of Mair, Mair & Associates, P.A.

Fort Lauderdale, FL

- Prepared legal briefs, memoranda, and correspondence on civil litigation matters, wrongful termination, and breach of contract.
- Drafted appellate briefs, memoranda, and conducted legal research.
- Attended calendar calls, motion hearings, and assisted at depositions.
- Represented clients at arraignments in criminal cases.
- Drafted Complaints, Motions, Orders, and Notices, Discovery.

Senior Legal Counsel

June 2000-September 2002

Jamaica Customs DepartmentKingston, Jamaica

- Litigated civil and criminal cases pertaining to breaches of Customs Laws.
- Provided legal advice on all matters related to customs operations and procedures.
- Interpreted and reviewed customs legislations, treaties, and conventions.
- Conducted training seminars for customs officials.
- Represented the Department at regional and international trade seminars.

Attorney/Case Manager

November 1997- May 2000

Administrator General's DepartmentKingston, Jamaica

- Supervised paralegals and support staff in estates and trusts administration.
- Provided legal advice and case management to internal and external clients in order to ensure compliance.
- Prepared and implemented corporate strategic plans, evaluated and monitored key performance targets, caseloads, and corporate goals.
- Conducted interviews with clients from diverse socio-economic backgrounds; assessed their needs, and made determinations concerning advancement of trust funds.
- Drafted court applications for probate, Letters of Administration and civil proceedings.
- Attended court hearings, argued motions on issues pertaining to the administration of estates.
- Provided legal advice on the appropriate settlements in civil suits.
- Conducted performance appraisals, made recommendations for promotions, terminations and disciplinary measures.
- Conducted workshops and seminars on estate administration.

Assistant Trustee in Bankruptcy

January 1986- November 1997

Office of the Trustee in BankruptcyKingston, Jamaica

- Supervised staff in the administration and management of bankruptcy cases.
- Conducted examinations and made recommendations to the court.
- Interviewed, investigated, and reported on the conduct of clients during administration cases.
- Managed and administered cases for insolvent commercial clients from liquidation to negotiated settlements, and drafted Compromise Agreements.
- Approved payments and dividends to creditors.

PROFESSIONAL MEMBERSHIPS, SKILLS AND ABILITIES

Florida Bar Association - 2007

Jamaican Bar Association – 1997

Skills and Abilities

- Demonstrated excellence in teaching (on-ground and online);
- Proficiency in using Blackboard LMS, E-College, Kaltura, Lynda.com, Literati, Collaborate, WebEx,
- All Microsoft Office based systems- MS-word, MS-power point presentation, MS-excel, MS-outlook.

Teaching Philosophy – As an educator I use a variety of strategies to prepare students for the future and improve their quality of life. To accomplish this, I apply different instructional planning and assessment that allows me to not only educate but to inspire students, who will use what they learn to inspire others.