

# JOSMARIE VENTURA

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## Education

University of Central Florida (UCF) Orlando, FL

Coursework includes: Legal Ethics, Trial Advocacy, Professionalism & Civility in the Law, Tort Law.

## Relevant Skills

- Knowledge of attorney-client privilege and duty of confidentiality
- Understanding of Unauthorized Practice of Law (UPL) limitations for non-attorneys
- Familiarity with conflicts of interest and ethical screening procedures
- Professional communication with clients while maintaining ethical boundaries
- Document organization and case file management
- Strong attention to detail and accuracy in legal work
- Ability to handle sensitive information with discretion and professionalism
- Strong organizational and time-management skills
- Commitment to ethical conduct and professional responsibility
- Dependable and detail-oriented
- Professional demeanor with clients and colleagues

## Professional Experience

- **2024 – Present:** After-School Program Assistant at Mater Academy Davenport, Orlando Florida.

Managed front desk responsibilities and maintained organized records. Communicated professionally with parents, staff, and administrators. Handled sensitive information responsibly while maintaining confidentiality. Assisted with scheduling, coordination, and daily program operations

- **2021 – 2023:** Assistant at OVA Advisors, Santo Domingo, Dominican Republic.

I previously worked as an assistant for an advising company in advising and consulting services in internal control management, process management, and technology management. Where I supported daily operations, handled administrative tasks, and developed strong organizational and communication skills in a professional setting.