

## MELISSA K. JEANES RACKI

11221 Wheeling Drive  
Tampa, Florida 33625  
(813) 963-7895

### BAR ADMISSION:

State of Florida, 1994, currently on inactive status  
U.S. District Court (Middle District of Florida), 1994

### EMPLOYMENT:

- October 2019- Present    **VERMONT LAW SCHOOL**, South Royalton, VT  
Adjunct Professor, Online Learning Program – Masters programs  
Courses taught: Communications, Advocacy & Leadership (CAL), and Legislation & Regulation
- April 2017- Present    **CONCORD LAW SCHOOL**, at Purdue University Global (formerly Kaplan University until March 2018), Los Angeles, California  
Adjunct Professor  
Courses taught: Introduction to Legal Analysis I & II; Advanced Legal Analysis & Writing – Regulatory & Transactional
- July 2016- Sept 2019    **THE WOOLLY MANATEE**, [etsy.com/shop/TheWoollyManatee](https://etsy.com/shop/TheWoollyManatee)  
Owner/operator handmade online boutique selling hand knits, handspun and hand-dyed yarns
- Sept. 2004 - June 2015    **CONCORD LAW SCHOOL**, Los Angeles, California  
Assistant Dean of Students/Advisor, January 2006 to June 2015  
Monitored progress for one-L classes, mentored and advised students; conducted online skills classes; counseled students on school policy, program/course choice; worked closely with at-risk students.  
  
Instructor, September 2004 to December 2005  
Assisted law school professors by grading essay examinations  
Provided positive feedback and constructive criticism to students
- Sept. 2001 - Aug 2003    **U.S. DISTRICT COURT, MIDDLE DISTRICT OF FLORIDA**, Tampa, Florida  
Social Security Law Clerk  
Self-directed and self-monitored position  
Researched case law and drafted proposed orders and Reports and Recommendations in Social Security cases for eight U.S. Magistrate Judges
- May 2000 - Sept. 2001    **LAW OFFICES OF ANDERSON AND TUCKER**, St. Petersburg, Florida  
Research and Writing Projects, Home-based Contract Labor  
Prepared ERISA course outline for course at Stetson University College of Law  
Researched law for firm partners on issues of law in personal injury, workers

compensation and ERISA litigation

Jan 1995 -  
July 1999

**LAW OFFICES OF ANDERSON AND TUCKER**, St. Petersburg, Florida

Attorney and Branch Office Manager

Plaintiff attorney in disability cases

Evaluated medical records and legal basis of claims, researched, drafted pleadings and proposed orders, examined and cross-examined lay and expert witnesses, considerable client contact and court appearances

Responsible for all aspects of personnel management and office procedures at branch office, supervise equipment maintenance, order supplies

## **EDUCATION:**

**STETSON UNIVERSITY COLLEGE OF LAW**, St. Petersburg, Florida

J.D. May 1994, *cum laude*

GPA: 3.14

Honor Roll 3 semesters and Dean's List 1 semester of 6

Law I and III Scholarships for Academic Achievement, 3 of 5 eligible semesters

Federal Judicial Internship, Spring 1994

Guardian Ad Litem Clinic, Fall 1993

American Jurisprudence Award for Civil Procedure I, Fall 1991

**UNIVERSITY OF MARYLAND, EUROPEAN DIV.**, Heidelberg, Germany

B.A. in Psychology with minors in Sociology and Government, 1990

Dean's List for Academic Excellence

Attended August 1988 - October 1989

**SCHILLER INTERNATIONAL UNIVERSITY**, Heidelberg, Germany

Honor Roll, Student Activities Committee

Attended August 1986 - July 1988