

CURRICULUM VITAE

MELISSA CABALLERO ALTON, ESQ.

St. Thomas University, College of Law
16401 NW 37th Avenue, Miami Gardens, Florida 33054

EDUCATION

St. Thomas University School of Law Miami Gardens, Florida
Juris Doctorate Degree, May 2011

Honors/Awards: Intercultural Human Rights Law Review
Book Award: Torts I; Dean's List

Associations: Cuban American Student Bar Association, *Vice-President*, 2010 –2011
Law Students for Human Rights, *Secretary*, 2009 –2011
Phi Alpha Delta
Caribbean Law Students Association

Florida State University Tallahassee, Florida
Bachelor of Arts in Communications, December 2007
Minor in International Affairs

Associations: WFSU V89, Florida State University, Student Radio Station, *Host*
Cuban American Student Association, *Board Member*, 2005-2007
Phi Alpha Delta, *Member*, 2005-2007

EXPERIENCE

Alton Law, LLC Pembroke Pines, Florida
Attorney, Owner, & Managing Partner August 2014 – Present

Civil Litigation: Represent clients, including individuals and business entities, in civil litigation cases, in circuit court, county court and small claims cases; attend court hearings, depositions, and mediations throughout State of Florida, litigating on client's behalf, pursuing and defending their claims, and protecting their individual interests at every stage of case; prepare for, attend, and litigate bench trials and jury trials in Miami-Dade and Broward County circuit court and county court.

Transactional Law: Draft, prepare and negotiate corporate transactional documents; represent clients in sale and purchase of businesses, franchising negotiations, and trademark applications; draft, prepare, and negotiate Demand Letters, Settlement Agreements, Closing Statements, and all related documents for settlement and closure of personal injury cases.

Administrative: Manage and operate daily tasks and responsibilities of law firm, including accounting, financial responsibilities, social media marketing, networking, human resources, and client management.

St. Thomas University, College of Law
Professor

Miami Gardens, Florida
August 2023 – Present

Legal Writing: Adjunct Professor to two (2) classes of first year law students teaching Legal Research and Writing; prepare, curate, and implement custom curriculum for students, administer in-class writing and editing exercises, create custom assignments and rubrics, and review and administer final grades for all assignments, projects, quizzes, and exercises.

Barakat Law, P.A.
Associate Attorney

Coral Gables, Florida
July 2012 – August 2014

Litigation: Represent clients in various matters, including commercial litigation, complex business litigation, county court and small claims cases, contract and partnership disputes, labor and employment cases, and foreclosure cases; attend court appearances and argue motions on behalf of clients; prepare for, conduct, and defend depositions

Criminal Defense: Represent and defend criminal clients in state and federal court cases, including attending arraignment hearings, entries of plea, and preparation and attendance of criminal trials; meet with criminal defendants in county, state, and federal detention centers as needed.

Client Management: Conduct Client intake procedures with new clients; communicate with client throughout entirety of cases; adequately inform, educate and prepare clients for hearings, depositions, witness testimony, discovery proceedings, and trials

Duboff Law Firm
Associate Attorney

North Miami, Florida
August 2011 – June 2012

Insurance Litigation: Represent first party plaintiffs in civil litigation cases against homeowner's insurance companies; attend court appearances and argue motions on behalf of clients before the Eleventh, Seventeenth, and Fifteenth Judicial Circuit Courts of Florida; assist clients with completing discovery proceedings and provide relevant objections supported by case law and relevant facts of each case; provide legal representation during residential and commercial property inspections.

SPEAKING ENGAGEMENTS

Hosted and presented at Florida Bar Speakers Bureau Webinar Conference for the South Florida Paralegal Association on Gender Equity in the Legal Profession March 2023

Organized, hosted and moderated Continuing Legal Education Event: "The Heart of Family Law: A Practical Approach" February 13, 2020

Organized, hosted and moderated Continuing Legal Education Event: “Legal Ethics and Professionalism”	September 22, 2020
Organized, coordinated, hosted, and moderated 2020 Judicial Candidate Forum on behalf of the Miami Lakes Bar Association	July 15, 2020
Hosted and presented at October 2020 Town of Miami Lakes Municipal Election Candidate Forum, broadcast by Miami-Dade College	October 2020
Guest and Commentator on the Law & Crime Network and Live on Air with Jesse Weber and Bob Bianchi	January 2020 – August 2023
Guest and Commentator on Ahora con Oscar Haza 8:00am Radio Program on FM 92.3 Zeta	January 2020 – August 2023
Guest and Commentator on Ahora con Oscar Haza 8:00pm Local South Florida TV Show on MegaTV	January 2020 – August 2023

ASSOCIATIONS

Professional: Florida Bar <i>Member in Good Standing</i>	October 2011 - Present
Business Networking International, Chapter: “BNI Excellence” <i>President (2023)</i> <i>Communications Chair (2022)</i> <i>Events Chair (2021)</i>	June 2017 - Present
Miami Lakes Bar Association <i>President (2020)</i> <i>Board Member (2019)</i>	January 2019 – December 2021