

Print

Application For Appointment/Reappointment - Submission #23345

Date Submitted: 12/9/2024

Name of Board or Boards for which you are applying:*

Affordable Housing Advisory Committee

Name:*

Jessica Hooper

Home Address:*

762 SE Karrigan Ter

City:*

Port St. Lucie

State:*

FL

Zip:*

34983

How long at this address?*

8

Telephone Number*

7726261631

If less than two years, provide prior address:

Are you a citizen of the United States? *

Yes

No

Occupation: *

Attorney

Employer:*

Michelle Goff Law, PC

Do you own a business that operates within the City of Fort Pierce?*

Yes

No

If yes, list the address and nature of said business:

Do you now or in the future plan to do business with the City of Fort Pierce or the Fort Pierce Utilities Authority(FPUA)?*

Yes

No

If yes, in which organization and in what capacity?

Are you employed by a business that is located within the City of Fort Pierce?*

Yes

No

If yes, state the business and location:

Do you have special training or knowledge in the area of:

Engineering:*

Yes

No

Architecture:*

Yes

No

Real Estate Brokering:*

Yes

No

Finance/Accounting:*

Yes

No

Contracting:*

Yes

No

Land Development:*

Yes

No

Utilities:

Yes

No

Management:*

Yes

No

Describe your professional background and what expertise you will bring to this Board. (Attach your resume or other applicable information below if desired) *

I am currently a licensed attorney. I am also counsel for the organization NAREB which is an organization that promotes fair housing and equity in real estate. I am also hold a real estate license and I am barred in two states: Florida and D.C. Lastly, I have been an adjunct professor for about 6 years at Indian River State College.

Are you currently a member of a Commission-appointed board/committee?*

Yes

No

If yes, please specify:

Have you ever been convicted of a felony?*

Yes

No

If yes, what was the nature of the crime(s) you were convicted of:

If appointed, are you willing to attend a training session which could last several hours?*

Yes

No

Referred by:*

Jamy Barreau

Applicant Email Address:*

jessica.hooper.esq@gmail.com

Date:*

12/9/2024

Applicant's Signature:*

Jessica Hooper

APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.

For additional information, please contact the City Clerk's Office at 772.467.3065 or email lcox@cityoffortpierce.com.

Upload Resume (Optional)

Hooper Resume-Current Resume.docx

Jessica Hooper, Esq.

Port St. Lucie, Florida | 772-626-1631 | jessicahooper8@msn.com

EDUCATION:

Juris Doctorate Florida A&M University, Orlando, Florida. | (May 2018),
Criminology. B.A. Florida State University, Tallahassee, FL | GPA 3.25 (May 2013) Minor: *Business Administration*.

PROFESSIONAL LICENSES:

- Florida Bar | September 2019 – Present
- District of Columbia Bar | September 2024-Present
- Florida Real Estate License | April 2021 –Present

RELATED SKILLS AND CERTIFICATIONS:

- Notary Public for the State of Florida, Expires (November 2028)
- Criminal Justice Instruction Certified: Indian River State College
- Regulatory Compliance Specialization | University of Pennsylvania- September 2023 (courses: compliance, anti-corruption, risk management, privacy law and data management).

BOARD MEMBERSHIP/COMMUNITY INVOLVEMENT

- NAREB Treasure Coast (Counsel)

PROFESSIONAL EXPERIENCE

Of Counsel (Contract Work) Michelle Goff Law Group, PC— Remote| October 2021– Present

- Provide expert legal guidance on estate planning matters, including wills, trusts, and probate law, ensuring compliance with relevant regulations.
- Collaborate with attorneys and clients to develop customized estate plans that meet individual financial and familial needs.
- Conduct thorough legal research and analysis to support estate planning strategies, enhancing client understanding and decision-making.
- Draft and review legal documents, ensuring accuracy and clarity while minimizing potential risks and disputes.
- Facilitate client meetings to discuss estate planning options, addressing concerns and educating clients on best practices.

Foreclosure Associate Attorney | Logs Legal Network | December 2021 – February 2024

- **Caseload Management and Contract Review:** Handle breach of contract and collection judgment matters from complaint to post judgment.
- **Probate, Title Review, and Guardian Ad Litem Reports:** Conducted a comprehensive title and probate report review to identify and resolve any discrepancies or issues related to property titles. Perform due diligence on property title, verifying ownership history, encumbrances, and liens, provided detailed reports summarizing findings and recommending necessary actions for resolution. Liaise with clients, real estate agents, and underwriters to address inquiries and provide clarification on title-related matters.
- **Leadership, Training, and Development:** Provide directives, leadership, guidance, and delegation of tasks to legal support staff. Work synergistically with support staff to meticulously prepare and execute vital legal documents required for the foreclosure process.
- **Litigation Expertise and Courtroom Advocacy:** Craft and argue diverse legal pleadings and correspondence, such as demand letters, fair debt letters, and complaints, to ensure clear communication with clients and court officials. **Certified Business Records Trials (CBRA):** Proactively prepare and adeptly present CBRA Trials, meticulously adhering to legal intricacies.
- **Mediation, Settlements, and Negotiations:** Routinely represent clients in mediation and draft and prepare a mediation resolution on the matter.
- **Implementation and System Improvement:** Designed and implemented new functionality related to motions, pleadings, case management and provided guidance to fellow attorneys.
- **Drafting and Persuasion & Legal Analysis and Opinion:** Skillfully compose and present top-tier pleadings, motions, and correspondence, including demand letters, fair debt letters, complaints, and motions for summary judgment. Showcase exceptional persuasive abilities.
- **Motion Proficiency:** Prepare and file crucial motions, including Motion for Summary Judgment, Certified Business Records Trials, Motion for Extension of Time for Service/Motion to Appoint GAL, Motion to Reset

Sale/Motion to Cancel Sale/Motion to Place Inactive Status, and Service Publication and Affidavit Diligent Search, among others.

Attorney Advisor | United States Small Business Administration | July 2020 – November 2021

- **Borrower Relief and Compliance and Contract Review:** Provided crucial borrower relief during the pandemic, meticulously adhering to agency guidelines, laws, and regulations. Achieved an impressive 99% loan compliance rate and spearheaded efforts that enabled thousands of small businesses nationwide to secure vital financial assistance.
- **Complaint Resolution, Compliance, and FOIA:** Successfully resolved official congressional complaints related to client EIDL (Economic Injury Disaster Loan) applications. Skillfully addressed issues, ensuring a positive experience for all stakeholders involved. **FOIA-**Conducted meticulous analyses and formulated recommendations for SBA (Small Business Administration) responses to requests under the Freedom of Information Act (FOIA), ensuring strict adherence to all pertinent laws and regulations.
- **Fraud Detection & Prevention & Conduct Comprehensive Due Diligence:** Conducted comprehensive audits, investigations, inspections, and presentations for loan files, effectively identifying and thwarting potential instances of fraud. Utilized IRS tax transcripts to probe suspected fraudulent activities, leading to the detection and prevention of numerous fraudulent applications.
- **Leadership and Training & Policy Guidance:** Orchestrated the training of a team of attorneys in the execution of legal and administrative evaluations of loan applications. Cultivated a culture of teamwork and collaboration, fostering a proficient and harmonious work environment. Participated in meetings, personal interactions, and telephone conferences with esteemed legal and administrative personnel, addressing pivotal legal and policy inquiries to ensure consistent and sound decision-making.
- **Investigative Proficiency:** Spearheaded investigations into fraudulent loan applications and cases of identity theft, unearthing fraudulent activities and subsequently reporting them to the appropriate authorities.

Adjunct Professor | Indian River State College | August 2018 – Present

- **Curriculum Development:** Formulated, designed, and delivered all-encompassing lectures, curricula, and course materials for Criminal Law, American Court Systems, Introduction to the Courts, and Constitutional Law courses. These materials not only surpassed academic benchmarks but also actively contributed to the enhancement of student achievement.
- **Leadership Skills and Innovative Teaching Techniques:** Pioneered the implementation of cutting-edge teaching methodologies and hands-on learning approaches. These strategies effectively sparked students' inquisitiveness, driving greater class involvement and garnering exceptional feedback from students.
- **Collaborative Curriculum Alignment:** Collaborated seamlessly with academic department chairs to ensure seamless alignment of courseware and curriculum with the college's academic standards and guidelines. This collaborative effort significantly contributed to the overall success and quality of the academic program

Law Clerk | Peter Mendez Law Office | August 2017 – February 2018

- **Drafting Legal Documents:** Prepared legal documents, including Living Wills, Last Will and Testaments, Healthcare Surrogate Designation, Durable Power of Attorney, Limited Power of Attorney, and Revocable Trust, in compliance with Florida Statute. Successfully contributed to the completion of client's estate plans.
- **Legal Research and Memorandum of Law:** Conducted legal research on various issues related to estate planning and drafted Legal Memorandum of Law. Utilized analytical thinking and research skills to provide valuable insights to the attorney.
- **Probate Proceedings and Operating Agreements:** Assisted the attorney with the preparation of an estate inventory, petition to discharge, and tax IRS form for probate proceedings. Drafted operating agreements and minutes for Limited Liability Companies, ensuring compliance with legal regulations.
- **Case Law and Witnessing Estate Planning Documents:** Researched case law and Florida statute to provide comprehensive support for legal matters. Served as a witness for estate planning documents, ensuring compliance with legal requirements.
- **Observing Consultations:** Observed client interviews and initial consultations, gaining valuable insights into client-attorney interactions and legal procedures.