

Gail Mathapo

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CURRICULUM VITAE

EDUCATION

- The Catholic University of America, Washington, DC* **2011**
Master of Information Science (M.S.L.S.)
- University of the District of Columbia, Washington, DC* **2006**
Juris Doctor
- Missouri Valley College, Marshall, MO* **1995**
Bachelor of Arts, Political Science

TEACHING EXPERIENCE

- Adjunct Professor** **2016 – Present**
University of Florida, Frederic G. Levin College of Law
Teach a required 1-credit 1L Legal Research course.
- Adjunct Professor** **2013 – 2015**
University of the District of Columbia, David A. Clarke School of Law, Washington, DC
Taught a required 1-credit 1L Legal Research course.

PROFESSIONAL EXPERIENCE

- Reference Librarian** **Gainesville, FL** **July 2016 – Present**
University of Florida, Frederic G. Levin School of Law
Lawton Chiles Legal Information Center
- Provide legal reference services to students, professors, and the public in-person, by telephone, or email. Participate in faculty liaison program. Assist with various library projects.
- Associate Director** **Washington, DC** **November 2013 – June 2016**
University of the District of Columbia, David A. Clarke School of Law
Charles N. and Hilda H. M. Mason Law Library
- Managed day to day operations of Public Services functions. Supervised and trained Public Services staff. Facilitated the faculty liaison program. Oversaw and participated in weekday and weekend reference rotation. Assisted with maintenance of budget by maintaining data and systems for budget tracking, reporting and generating reports. Worked on a law library renovation project by reviewing blueprints, meeting with architects, providing feedback for implementation of designs. Gave presentations on legal resources to courses as requested, including resources for writing seminar papers and DC legal research.
- Circulation Librarian** **Washington, DC** **May 2007 – October 2013**
University of the District of Columbia, David A. Clarke School of Law
Charles N. and Hilda H.M. Mason Law Library
- Supervised Circulation staff, including 5 to 18 student workers per semester. Provided reference services to students, public patrons and University staff. Created reference guides. Gave presentations on legal resources on state and administrative law for Advanced Legal Research and student legal clinics. Taught legal research as Embedded Librarian in Community Development Clinic.

Paralegal Specialist **Washington, DC** **July 2006 - May 2007**
University of the District of Columbia, Office of the General Counsel

- Drafted and Filed Motions and Pleadings. Assisted in interviewing and contacting witnesses for trial. Researched relevant case law on issues pertaining to labor and educational law. Reviewed and conducted research regarding civil rights complaints filed by an employee and students. Located and collated extensive intellectual property research for launch of University online course program.

Student Advocate **Washington, DC** **August 2005 - December 2005**
*University of the District of Columbia, David A. Clarke School of Law
Community Development Clinic*

- Drafted Articles of Incorporation and Operating Agreements for upstart and small businesses. Advised a small business on licensing requirements and business contracts. Planned and conducted research for an IRS tax workshop geared towards non-profit organizations. Initiated research of pending liability issues.

Student Advocate **Washington, DC** **January 2005 - April 2005**
*University of the District of Columbia, David A. Clarke School of Law
Legislation Clinic*

- Drafted a bill for the Council of the District of Columbia regarding Small Claims Court filings. Made oral presentations regarding District of Columbia legislative issues and research.

Research Assistant **Washington, DC** **May 2004 - August 2004**
University of the District of Columbia, Office of the General Counsel

- Conducted research of issues pertaining to business and employment contracts with the federal government. Digested depositions. Created litigation files. Drafted memorandums. Reviewed contracts. Assisted with general office tasks.

Intern **Washington, DC** **Summer 2003**
*U.S. House of Representatives, Office of Congresswoman Stephanie Tubbs Jones
(11th District, OH)*

- Wrote correspondence. Conducted research for Congressional Staff. Attended and reported to panels on the Hill. Drafted Dear Colleague Letters to other members of Congress on behalf of the Congresswoman. Assisted with drafting of floor statements and other announcements.

Intake Secretary **Cleveland, OH** **January 2001 - February 2003**
Legal Aid Society of Cleveland

- Conducted interviews. Acted as conduit between attorneys and clients. Helped answer inquiries concerning requirements and legal services. Drafted pleadings.

Account Document Specialist **Cleveland, OH** **April 2000 – Jan 2001**
Weltman, Weinberg & Reis

- Set up new account files for the Real Estate Department. Maintained records. Performed docket clerk duties.

Legal Office Temporary Worker **Cleveland, OH** **September 1999 - April 2000**
Major Legal Services

- Maintained records. Performed general office duties including typing correspondence, filing and answering phones.

Paralegal Intern **Cleveland, OH** **Summer 1999**
U.S. Bankruptcy, Northern District of Ohio, Randolph Baxter

- Reviewed Chapter 7, 11 and 13 bankruptcy cases prior to hearings. Attended status conferences.

AWARDS

Law Librarians' Society of Washington, D.C. Scholarship/Grant **Summer 2010**

PUBLICATIONS

Experimenting with Embedding: A Law School Library Embeds Librarians in Clinics and Seminars, 16 AALL Spectrum 18 (2012) (co-authored with Brittany Kolonay).

LAW SCHOOL PRESENTATIONS

District of Columbia Statutory Law, University of the District of Columbia David A. Clarke School of Law, Advanced Legal Research, February 2016
<http://library.law.udc.edu/wp-content/uploads/2016/04/District-of-Columbia-Statutory-Law.pdf>

Conducting D.C. Legal Research, University of the District of Columbia David A. Clarke School of Law Housing and Consumer Clinic, Washington DC, February, 2016

District of Columbia Legal Research, University of the District of Columbia David A. Clarke School of Law General Practice Clinic, Washington DC, September 2015
<http://library.law.udc.edu/wp-content/uploads/2016/01/DC-Legal-Research-General-Practice-Clinic.pdf>

Bridging the Legal Research Gap, University of the District of Columbia David A. Clarke School of Law, Equal Justice Works 1L Student Workshop, June 2105

CONFERENCE PRESENTATIONS

Speaker, "Legal Education for Law Practice: Teaching Legal Research in a Practice Environment," *AALL 2011 104TH Annual Meeting & Conference*, Philadelphia, PA, July 2011.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

University of Florida Frederic G. Levin College of Law
Requests for Law School's Legal Assistance Committee **2016 – Present**

American Association of Law Libraries (AALL) **2007- Present**
Member, Student Services Committee **2016- Present**