

MIA A. CONZA

EXPERIENCE

St. Petersburg College, St. Petersburg, FL

General Counsel

April 2022 – Present

- Provides legal counsel and guidance to the Board of Trustees, President, senior leadership, and staff on all legal matters relevant to the College
- Identifies legal issues and counsels the President and senior leadership to develop legal strategies and solutions
- Reviews contracts, leases, and other legal documents; researches legal issues and recommends revisions as necessary
- Oversees policy development and administrative rulemaking pursuant to state law
- Provides advice and counsel on union matters and collective bargaining activities, including negotiating collective bargaining agreements
- Manages all litigation and oversees outside counsel in preparing legal defense of all lawsuits brought against the College
- Receives and responds to subpoenas, inquiries by state and federal agencies and other government entities, and public records requests
- Supervises legal work of other College attorneys, paralegals, and outside counsel
- Oversees compliance officer and provides guidance relating to compliance issues impacting the College
- Conducts training for campus community on various legal issues

Associate General Counsel

November 2021 – April 2022

- Reviewed, drafted, negotiated contracts and agreements on behalf of the College
- Advised on and assisted with the development and modification of agreement templates, regulations, rules, policies, protocols, training, guidance, and communications
- Conducted legal research in all areas of higher education law
- Provided verbal and written guidance and advice on legal research and other various legal issues
- Assisted with contract management, document retention, and other compliance-related items
- Provided assistance to the General Counsel concerning legal matters under investigation and in litigation

Shankman Leone, P.A., Tampa, FL

Attorney

November 2017 – November 2021

- Represented and advised clients regarding federal, state, and local employment law matters, including discrimination, harassment, and retaliation claims, wage and hour claims, personnel grievances, wrongful terminations, and violations of Title VII, the Family Medical Leave Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Fair Labor Standards Act, and various state and local laws
- Managed litigation caseload in federal and state courts, including conducting fact investigation and legal research, developing theory and strategy of case, drafting legal pleadings and motions, preparing discovery, and appearing at depositions, hearings, and mediations

- Counseled and defended clients in compliance evaluations and investigations with the Office of Federal Contract Compliance Programs, the Equal Employment Opportunity Commission, the Department of Labor, and various state and local agencies
- Drafted state-specific employment-related documents, including employee handbooks, workplace policies, and employment agreements (e.g., separation and settlement agreements)
- Developed and implemented affirmative action programs to comply with applicable laws and regulations

McRae & Metcalf, P.A., Tampa, FL

Attorney

March 2017 – November 2017

- Advocated on behalf of clients in areas of surety and construction law
- Developed and prepared litigation strategy, pleadings, motions, discovery
- Appeared on behalf of clients at court proceedings, depositions, and mediations
- Performed surety bond claim investigations and coverage analysis

Hall Keener, P.A., St. Petersburg, FL

Associate Attorney

September 2013 – March 2017

- Represented and advised clients in areas of first-party property insurance litigation, coverage analysis, and claim investigations
- Appeared on behalf of clients in court proceedings, hearings, depositions, and examinations under oath
- Performed all phases of discovery and trial preparation

EDUCATION

Stetson University College of Law, Gulfport, FL

Juris Doctor, May 2013

Honor Roll (Fall 2010, Spring 2013)

Honors Program

University of Florida, Gainesville, FL

Bachelor of Arts, *cum laude*, English, May 2010

Minors, Business Administration and Urban and Regional Planning

BAR ADMISSION

State of Florida, October 2013

COMMUNITY INVOLVEMENT

- Mainsail Arts Festival, St. Petersburg, Florida – Planning Committee Member
- Tampa Bay Network to End Hunger – Volunteer