**Matteo Marchetti**

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**BAR ADMISSION:**

**State of Florida, 2016**

**EDUCATION University of Miami School of Law,** Coral Gables, **LL.M. International Arbitration,**

(Scholarship Recipient) May 2019

GPA: 3.524 / 4.00

**University of Miami School of Law,** Coral Gables, **Juris Doctor,** May 2016

GPA: 3.28 / 4.00

Honors: Graduated *cum laude*

Dean’s List (two semesters)

Activities: Moot Court

**University of Miami,** Coral Gables, **Bachelor of Arts,** May 2013

Majors: Economics and Political Science

 GPA: 3.69 / 4.00

Honors: Dean’s List (eight semesters)

Provost’s Honor Roll (five semesters)

Alpha Lambda Delta National Honor Society

Activities: Water Polo Club

Catholic Student Association Committee Chair

**EXPERIENCE**

**The Law Office of Gonzalo Perez, Jr. P.A.,** Miami, FL

Associate Attorney, April 2019 – Present Time

Handling 30-40 cases ranging from Estate Planning, Commercial Litigation, Real Estate Litigation, Real Estate Transactions/Closings, Probate Administration and Litigation, Trademark Applications. Attending hearings with regularity.

**Special Counsel,** Miami, FL

Document Review Attorney, January 2017- December 2017, October 2018 – April 2019

Worked on several projects for Morgan, Lewis, & Bockius. Coded and organized documents in complex matters ranging from breach of fiduciary duty to regulations on organ transplantation. Responsible for quality control.

**Atkinson PA,** Miami, FL

Associate Attorney, June 2018-October 2018

Took point on litigation regarding insurance defense, bad faith, and coverage matters. Handled a substantial caseload.

**TotalBank,** Miami, FL

In-House Counsel, January 2018 – June 2018

Served as Assistant Vice President. Handled and delegated all legal matters for the bank from initial pleadings in litigation to negotiating, drafting, and reviewing contracts for the bank. Handled a wide variety of legal subjects ranging from premises liabilities to mortgage foreclosures and probate matters.

**GST LLP,** Miami, FL

Practicum Intern, February 2018 – May 2018

Conducted research and drafted pleadings on behalf of several South American and Asian governments involved in International Arbitral Disputes. Specific areas include telecommunications, mining/exploration, and commercial disputes.

**University of Miami School of Law**, Coral Gables, FL

Research Assistant, January 2018 – May 2019

Conducting research under Professor Jan Paulsson on studying cost management in international arbitrations. Reviewing international arbitration awards from the International Chamber of Commerce to gain a comprehensive understanding of what drives costs in an international arbitration.

**Synergy Legal Staffing,** Miami, FL

Document Review Attorney, January 2017

Coded and organized Italian and English language documents in a complex case.

**Joseph Rodriguez Law Offices,** Miami, FL

Law Clerk, September 2016 – January 2017

Drafted motions and various pleadings. Conducted legal research. Answered discovery in Florida PIP suits.

# The Law Offices of Arturo Dopazo III, PA, Miami, FL

Law Clerk, January-May 2016

Drafted motions and various pleadings. Conducted thorough legal research. Drafted summary judgment motion on reasonableness, relatedness, and necessity of treatments and charges in no- fault insurance cases.

**VDT International,** Miami, FL

Intern, August 2015-January 2016

Drafted complaints, discovery motions and various pleadings. Researched and strategized tax planning, investigated cases, oversaw analysis of contracts, prepared correspondence and performed various administrative duties.

**The Haggard Law Firm,** Coral Gables, FL

Law Clerk, November 2014-August 2015

Drafted complaints, discovery and various pleadings in personal injury (with a focus on security negligence) cases. Researched legal issues. Investigated cases and expert witnesses. Developed a comprehensive expert witness database for the firm to facilitate litigation.

# Miami-Dade Office of the State Attorney, 11th Judicial Circuit, Miami, FL

Intern, May-August 2014

Assigned to the Gang Strike Force. Investigated cases, researched legal issues, and drafted memoranda and motions. Assisted in interviews of victims and witnesses. Attended hearings and trials.

**Ferro Law**, **LLC,** Coral Gables, FL

Intern, May-July 2012

Performed legal research and drafted complaints, interrogatories, and other pleadings in probate cases. Interviewed clients. Attended hearings and depositions.

**LANGUAGES** Italian (native), English (native), Spanish (proficient)