

HOLLIE N. HAWN  
20858 RAMITA TRAIL  
BOCA RATON, FL 33433  
[hnhawn@gmail.com](mailto:hnhawn@gmail.com)  
561-445-8225

July 20, 2022

Mr. Jeff Gomez  
Purchasing Supervisor  
Village of Wellington  
12300 Forest Hill Blvd  
Wellington, FL 33414

[jgomez@wellingtonfl.gov](mailto:jgomez@wellingtonfl.gov)

Re: Letter of Interest ("LOI") for appointment as a Special Magistrate

Dear Mr. Gomez:

I'm pleased to provide you with this cover letter and resume for your consideration for appointment as a Special Magistrate to the Village of Wellington. In addition, I've attached a Certificate of Good Standing from the Florida Bar which demonstrates that I exceed the professional qualification stated in the LOI.

Given that I've always has a strong passion to make South Florida a better community for everyone, I've dedicated my legal career to public service. First, on the county level with Broward and now with the School Board of Palm Beach County. In my present position, I feel that I'm contributing towards students' achievements and success. Since I'm employed full time, I'm not dependent on the Special Magistrate appointment as my primary source of income, rather, I view the appointment as a public service to the residents of Wellington.

While litigating matters in Federal, Circuit and County courts over the last 25 years, I've learned that a neutral and fair application of the law to each party is essential to any proceeding and is paramount for a special magistrate. While working at Broward County, I worked directly with the Consumer Affairs Department Complaint Team to resolve disputes between members of the public and businesses related to home repairs and vehicle towing. In addition, I've provided guidance on interpretation and impact of Federal, State and local regulations on current operations for such departments as transportation, public works, purchasing, facilities construction, maintenance & plant operations, risk management, school police and building code services. I'm eager to translate my diverse legal experiences to serve as an impartial Special Magistrate.

The Village of Wellington deserves an experienced, well-versed and dedicated lawyer to serve as its Special Magistrate, and I welcome the opportunity to be considered for such an important appointment. I appreciate your time and consideration and look forward to discussing this appointment further.

Sincerely,

*Hollie Hawn*

Hollie N. Hawn, Esq.

Digitally signed by Hollie Hawn  
Date: 2022.07.20 11:29:23  
-04'00'

Attachment as stated.

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## **PROFESSIONAL HIGHLIGHTS**

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### **Office of the General Counsel for the School Board of Palm Beach County**

West Palm Beach, FL

**Senior Attorney**

(2015 – present)

Provide legal counsel to the School Board, Superintendent and School District departments concerning a broad range of business, construction and related matters. Provide guidance on such matters as interpretation and impact of Federal and State regulations on current or planned operations, open government and ethics. Consult with the Purchasing Department and provide advice on matters from bid preparation through to bid protests. Provide legal guidance and attend the Construction Oversight and Review Committee's monthly meetings. Negotiate and draft good/services, construction and professional services contracts; leases and settlement agreements. In addition, provide departments and schools with legal guidance on various issues arising from contract administration. Instituted a comprehensive litigation background check for firms seeking prequalification for construction solicitations. Responsible for negotiating and drafting interlocal agreements and memorandums of understandings with local and state government entities. Draft and revise School Board operational Policies to ensure compliance with appropriate Federal and State regulations. Litigate civil matters in state and federal court concerning a broad range of complex legal issues including commercial and real property matters, statutory disputes and tort liability.

### **Broward County Attorney's Office**

Fort Lauderdale, FL

**Assistant County Attorney**

(1997 – 2015)

Provided legal counsel to the County's Risk Management Division and staff. Formulated and implemented litigation, discovery, settlement and trial strategies. Litigated cases in state and federal court; including complex civil litigation that covered a broad range of legal issues from tort liability to commercial litigation and real property disputes. Obtained numerous defense verdicts following both bench and jury trials. Responsible for prosecuting and defending tax matters on behalf of the County's Revenue Collection Division in bankruptcy court. Trained and supervised attorneys providing mentorship and guidance on case management, settlement and trial strategies. From 2010 to 2014 provided legal counsel to the Port Director and departments at Port Everglades regarding maritime issues, ethics compliance, real estate matters, public records and compliance with federal and state regulations. Negotiated and drafted leases and agreements with cruise lines, petroleum companies and cargo shippers. Conferred with and provided legal support to the Port's Purchasing Department concerning planned solicitations and contract administration matters. Drafted and negotiated agreements for construction, consulting services and computer software.

### **Law Office of Hollie Mueller**

Boynton Beach, FL

(1995 – 1997)

Bankruptcy practice providing legal counsel to secured creditors and individual debtors. Responsible for bankruptcy filings from inception to final discharge. Extensive client contact.

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**Broward County Attorney's Office**

Fort Lauderdale, FL

**Certified Legal Intern**

Summer/Fall 1993

Prosecuted violations of the County's environmental regulations. Researched and wrote legal memoranda regarding proposed environmental regulation ordinances.

**CERTIFICATIONS**

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Board Certified in City, County and Local Government Law.

**EDUCATION**

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**St. Thomas University School of Law**  
Miami, FL

1994, Juris Doctor *Cum Laude*

Honors:

Articles Editor, ST. THOMAS LAW REVIEW  
St. Thomas Achievement Award for Arts & Entertainment Law  
St. Thomas School of Law Merit scholarship, 1993  
Florida Association of Women Lawyers scholarship, 1993

**Florida Atlantic University**  
Boca Raton, FL

1988, B.A., in Communication with a concentration in documentary film production.

**COMMUNITY/PROFESSIONAL ACTIVITIES & BAR ADMISSIONS**

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- \* Member, Craig S. Barnard Chapter of the American Inn of Court, 2019 – present
- \* Member, City, County and Local Government Law Section, 2011 – present
- \* Member, Palm Beach County Bar Association, 2015 – present
- \* Member, Florida School Board Attorney's Association, 2015 – present
- \* Volunteer Judge, Florida High School Mock Trial Competition, 2017 – present
- \* Volunteer Judge, Palm Beach County Regional High School Ethics Bowl, 2017 – present
- \* Volunteer Judge, Palm Beach County High School DECA competition, 2017 – present
- \* United States Supreme Court, 2020
- \* United States District Court for the Southern District of Florida, 1995
- \* State Bar of Florida, 1994



## The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

Joshua E. Doyle  
Executive Director

850/561-5600  
[www.FLORIDABAR.org](http://www.FLORIDABAR.org)

State of Florida     )

County of Leon     )

In Re: 0027642  
Hollie N Hawn  
The School District of Palm Beach County  
Office of the General Counsel 3300 Forest Hill  
Blvd Ste C-323  
West Palm Beach, FL 33406-5813

### I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **October 7, 1994**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 20th day of **July, 2022**.

Cynthia B. Jackson, CFO  
Administration Division  
The Florida Bar

PG:R10  
CTM-191124

