



HEATHER LEE O'KEEFE, J.D.

LAW CLERK | MISS USA 2022 DELEGATE | FREELANCER

CONTACT DETAILS

Fort Lauderdale, Florida | Bozeman, Montana
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EDUCATION

NOVA SOUTHEASTERN UNIVERSITY, SHEPARD BROAD COLLEGE OF LAW

Juris Doctor (J.D.) Degree, May 2021

Fort Lauderdale, Florida

- [NSU Law Honors Program](#), 2018 Entering Class
- [Dean's List](#), Fall 2020
- Governor Candidate, The Florida Bar YLD Law Student Division
- Elections Committee Representative, [Student Bar Association](#)
- [President](#), Real Property, Probate & Trust Law Society
- Vice President, Transactional Law Practice Group
- Director of Social Media, Sports & Entertainment Law Society
- Member, Phi Alpha Delta Law Fraternity
- [Lead Student Associate](#), [LexisNexis](#)

WEST VIRGINIA UNIVERSITY

**Bachelor of Science (B.S.) Degree in Journalism,
Minor in Political Science, May 2018**

Morgantown, West Virginia

- [Outstanding Senior Award](#)
- Vice President, Pre-Legal Society
- Founder, M.O.V.E. Mentoring Program
- Judicial Court, Student Government Association
- President's and/or Dean's List all semesters
- [Graduated cum laude with a 3.9 major GPA](#)
- Received multiple scholarships to cover full tuition
- Senior thesis project was [published](#) by two state newspapers

AWARDS & COMMUNITY SERVICE

- [City Proclamation from the Mayor & City of Fort Lauderdale of "Heather Lee O'Keefe Day"](#) on January 7, 2020 for my commitment and dedication to community service
- [Barristers' Ball 2020 Larry Kalevitch Community Service Award](#), nominated for and voted for by my classmates
- [Miss Montana USA 2022](#) Winner, [#GirlBoss](#) Scholarship Award Winner, and [Official Delegate for Miss USA 2022](#)
- Tomorrow's Rainbow, Inc., Program Facilitator
- Bit-By-Bit Therapeutic Riding Center, Lead Volunteer

EXPERIENCE

LAW CLERK/EXECUTIVE LEGAL ASSISTANT

Wild, Felice, & Partners, P.A.

Aug. 2019-Present

Fort Lauderdale, Florida

Writing, reviewing, proofreading, and editing legal documents. Drafting [estate plans](#), [wills](#), [trusts](#), [asset protection strategies](#), [business plans](#), and [contracts](#). Organizing client/case files.

CONTENT WRITER, COPY EDITOR, WEB DESIGNER

Freelance

Aug. 2011-Present

Writing [clear](#), [convincing](#), and [error-free content](#) for websites and blogs that reflect the client's or company's message. [Designing and building the interface](#), [navigation](#), and [aesthetic](#) of websites for businesses and clients. Creating digital content that provides information or showcases the products or services offered.

MISS MONTANA USA 2022

Miss USA/Miss Universe Org. (MUO) Sept. 2021-Present

Bozeman, Montana

Representing the state of Montana as an [official delegate for Miss USA 2022](#). Affecting positive change personally, professionally and philanthropically as an inspirational leader and role model.

TELEVISION PERSONALITY / TV HOST

Lifestyle Network, IYBA, etc.

May 2019-Present

Demo reel available on my website, HeatherLeeOkeefe.com.

View all of my work experience on my LinkedIn profile:
www.linkedin.com/in/heatherleeokeefe

TOP SKILLS

- Legal Writing, Drafting, Editing, and Researching
- Public Speaking, Emceeing, and Audience Engagement
- Social Media Management, and Content Creation
- Website Design, Copywriting, Proofreading, and Editing