

Colton Clapp

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EDUCATION

Florida State University College of Law

Juris Doctor

Tallahassee, FL

May 2023

University of Central Florida

Bachelor of Science, Criminal Justice; Minor: Legal Studies

Orlando, FL

Aug. 2019

Honors/Awards: *cum laude* graduate and Criminal Profiling certificate recipient

EXPERIENCE

Rue & Ziffra

Summer Associate

Port Orange, FL

May – Aug. 2021 & 2022

- Regularly drafted complaint and demand letters resulting in timely settlements
- Assisted attorneys and staff during settlement negotiations and utilizing effective resolution strategies
- Leveraged high attention to detail and excellent organizational skills to research complex case law and prepare memorandums on findings, expediting attorney-client actions
- Demonstrated ability to prioritize goals and drive results with a high sense of urgency through drafting deposition outlines, pleadings, and discovery for the team
- Properly ordered and categorized related case information to comply with state retention requirements

Wells Fargo

Teller

Port Orange, FL

Nov. 2017 – Aug. 2020

- Ensured accurate and efficient customer transactions and oversaw proper cash transfers from Brinks in excess of \$150k weekly, with a 100% internal audit pass rate and consistent compliance with policies and regulations
- Maintained an updated working knowledge of Wells Fargo's core business offerings to assist members in product enrollment, ensuring branch growth
- Utilized sophisticated software to track bank information and generate regular reports
- Answered customers' questions about their accounts and clearly explained various bank procedures and policies

United States Air Force

Comptroller Assistant

Dover, DE

Mar. 2012 – Mar. 2016

- Exercised strong program management skills in managing key initiatives within a complex and matrixed organization, collaborating with cross-functional stakeholders to ensure successful implementation and adherence to regulatory requirements
- Developed subject matter expertise in internal compliance and risk management, achieving monthly risk metrics 100% pass rate
- Collaborated with team members across functions, ensuring rapid and accurate payments to surviving family members
- Conducted quality assurance on comptroller activities, and monitored requirements
- Supported staff onboarding by developing trainings and providing instruction

COMMENDATIONS

Morious Unit Award, AF Outstanding Unit Award, AF Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, AF Longevity Service, AF Training Ribbon