

## **Linda M. Schultz, Esq.**

116 W. Walnut St, Apt 6 ▪ Lakeland, Florida 33815 ▪ (386) 479-8420 ▪ lmschultz21@gmail.com

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Dear Sir or Madame,

Please accept this letter expressing my interest in a Polk County Planning Commission board member position. I am a highly motivated real estate agent and attorney with over four (4) years of experience in the commercial real estate industry and legal field.

Throughout my career, I have worked on transactions involving land, retail, medical, office and flex spaces while simultaneously representing individuals and businesses in litigation proceedings. As a result of my law school training, I am able to analyze problems and situations logically.

In my previous and current roles, I contributed to a collaborative effort to achieve desired results for clients. I enjoy working with a team where I can provide support and critical thinking.

Please find attached my resumé for your consideration. I would greatly appreciate the opportunity to speak with you regarding my candidacy for the position.

Sincerely,

Linda M. Schultz, Esq.

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## Professional Summary

Self-motivated and experienced advocate for clients in law and real estate with strong negotiation, communication and professionalism skills to bring a transaction to closure. Works well in a collaborative environment to reach desired results. Adept at handling confidential and or sensitive information.

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## Experience

**SVN Saunders Ralston Dantzler, Lakeland, FL**

May 2018 – Present

*Real Estate Associate*

- Assist property owners with disposing assets
- Assist property buyers in identifying and acquiring assets
- Tenant and landlord representation
- Negotiate lease terms on behalf of landlords and tenants
- Consult with and advise property owners/sellers and buyers

**SVN Saunders Ralston Dantzler, Lakeland, FL**

May 2018 – Jan 2020

*Researcher*

- Identify and analyze properties to compute estimated value
- Collaborate with brokers and advisors on property valuation
- Maintain complete database of comparable properties
- Compile demographic information using ESRI Business Analyst
- Create comprehensive flyer packages using Adobe InDesign

**The Draves Law Firm, P.A., Orlando, FL**

Oct 2016 – Present

*Attorney*

- Prepare legal pleadings and provide legal research
- Prepare correspondence to clients and opposing counsel
- Negotiate on behalf of clients in mediation and arbitration
- Maintain calendar for court hearings and meetings
- Organize case materials and assemble case files

**Green Leaf Homeowners Association, Inc., Gainesville, FL**

May 2012 – Aug 2013

*Bookkeeper*

- Compiled, organized and maintained financial records for the Association
- Participated in and kept minutes of monthly Association meetings
- Collected Association assessments and charges from members

**Donald G. Powell (Tax Preparation), Gainesville, FL**

June 2009 – Aug 2013

*Office Manager*

- Managed and administered the operation of the office
  - Interacted with and provided support to the accountant's clientele
  - Prepared quarterly and year end statements and tax returns
  - Reconciled cash accounts, accounts payable and accounts receivable
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## Education

**Nova Southeastern University, Shepard Broad College of Law**

May 2016

Juris Doctor (J.D.)

**University of Florida**

Dec 2010

Bachelor of Arts (B.A.), Criminology

**Daytona Beach Community College**  
Associate of Arts (A.A.)

May 2008

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**Licenses**

**Real Estate Sales Associate**  
Florida

Aug 2017

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**Activities**

**Variety – the Children’s Charity of Florida**  
*Member*

**Polk County Housing Finance Authority**  
*Vice-Chairman*

**TigerTown Rotary**  
*President*

**In Our Expert Opinion Podcast**  
*Host*

**Polk County Flight to Honor**  
*Fundraising Board*

**Emerge**  
*2021 Social Committee Member*