

CITY OF PEMBROKE PINES
ADVISORY BOARD AND COMMITTEE APPLICATION FORM

Please return the signed and completed application form and a recent resume to: City of Pembroke Pines, City Clerk's Office, 601 City Center Way, Pembroke Pines, Florida 33025.*

***NOTE: YOUR RESUME MUST ACCOMPANY THIS APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED.**

Please type or use dark ink to complete this form.

Applicant Name Olga Porven

Race* White Hispanic National Origin* United States

Occupation AttorneyAPVisuals Business Owner

Street Address 11601 NW 21st Street, Pembroke Pines, FL 33026

Subdivision Pembroke Lakes

Home Telephone 3057618540 Business Telephone 954-687-0216

E-mail Address olga.porven@gmail.com

Length of Residence in Pembroke Pines (if applicable) 17 5
Years Months

Length of Time as Business Person in Pembroke Pines (if applicable) 10
Years Months

Are you a registered voter? Yes Commission District No. 2 Precinct No. X011

Do you have a criminal record? No If yes, please explain. _____

Have you ever been convicted of a felony? No If yes, please explain. _____

Do you have any criminal charges pending? No If yes, please explain. _____

Do you have any relatives employed by the City? No If yes, please state name(s): _____

Are you aware of any potential conflict of interest that may arise from your serving on this/these board(s)? No If yes, please explain. _____

Does your business, or your employer have any contractual relationship with, or do any business with the City? No If yes, please explain.

Do you have monies owed to the City that are delinquent? No If yes, please explain.

Do you have any pending code violations relating to property owned by you in the City? No If yes, please explain.

Do you have any violations relating to other City codes? No If yes, please list:

*The responses to these items is optional. The City is interested in providing for cultural diversity on its Advisory Boards and Committees, and seeks this information solely in order for the City to further its goal to provide for diversity on its Advisory Boards and Committees.

Which board or committees are of interest to you? Please indicate up to three preferences by ranking. Please denote your first choice with a "1," etc. Please place a number adjacent to any board or committee for which you wish to be considered. If you do not place a number next to a board or committee, the City Commission will not be able to consider you for that board or committee.

 Arts & Culture Advisory Board

 Affordable Housing¹

 Board of Adjustment

1 Charter High School Advisory Board²

 Economic Development Board

 Education Advisory Board

 Environmental Advisory Board

 Citizens Committee/Hurricane Prep
(Ad Hoc)

 Planning & Zoning Board

 Police and Fire Pension Fund Board

 Diversity and Heritage Advisory Board

 Social Media Committee (Ad Hoc)

 Charter Review Board

 Public Art Committee (PAC) New

 Budget Committee (A. Castillo)

 Charter Review Board³

 Citizen's Budget Advisory Board

¹You must complete the "Supplement to Application for Affordable Housing Committee."

²Representative of Educational or Business sector of the Community

³This Board is convened once every five years.

Please provide a brief statement outlining why you wish to serve on the board(s) you have indicated above.

For approximately five years, I have had the privilege of serving as the city Business Representative on the Pines Charter Academic Village Board, working alongside

working alongside dedicated educators, parents, and city leaders to help shape policies and decisions that support student

success (i.e., change in uniforms, approval of budgets, issues with traffic patterns and student safety, and addressing additional

concerns by the community). Since 2017, when my son was fortunate to secure a spot at the AV campus through the

school lottery, I have been deeply grateful for the exceptional education and community the school has provided to my family.

With a professional background as both a licensed attorney and a former teacher, I offer a unique combination of legal expertise

educational insight, and practical problem-solving skills. My years of service have strengthened my commitment to collaborative

decision-making and to ensuring that the needs of students, parents, and the wider community are met. Public service has always

been my passion, and I believe that those of us who have had the opportunity to grow and succeed have a responsibility to give

back. Renewing my position would allow me to continue contributing my skills, experience, and dedication to a school that has

given so much to my family and to our community, ensuring that the Academic Village continues

to thrive and provide exceptional educational opportunities for all students.

I hereby certify that all statements made in this application are true and complete. Permission is granted to the City of Pembroke Pines to investigate and verify criminal and credit history and any information provided on this and successive documents completed for purposes of my appointment to the City Board or Committee. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions.


Applicant's Signature

8/13/2025
Date

Applications for board and committee vacancies are accepted throughout the year. For additional information, please call the City Clerk's Office at (954) 450-1050.

SSG:DNT:dnt

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OLGA PORVEN

11336 NORTH WEST 15 STREET ♦ PEMBROKE PINES FLORIDA 33026

PHONE: 305-761-8540 ♦ E-MAIL: OLGA.PORVEN@GMAIL.COM

EDUCATION

University of Miami School of Law, Coral Gables, Florida

Juris Doctor, May 2008, *cum laude*

Honors: CALI Award, Community Health Rights Education Clinic, Spring 2007

Dean's Certificate of Achievement, Community Health Rights Clinic, Fall 2006

Florida Bar Foundation Summer Fellow, Summer 2006

Dean's List, Spring 2008

Equal Justice Works Fellowship Recipient 2008

Innovative Service in the Public Interest Award 2008

CLEA Outstanding Student Award 2008

University of Miami, Coral Gables, Florida

Bachelor of Science in English and Elementary Education, May 2002

Minors: Spanish, Secondary Education

Honors: Provost's Honor Roll, 1 semester

Dean's List, 4 semesters

Florida Academic Scholar

Associate Teacher of the Year Nominee

Henry Stanford Academic Scholarship

EXPERIENCE

APVisuals Pembroke Pines, FL

July 2021 – Present

Consultant/Corporate Counsel

Managing in-house legal counsel of legal graphics company servicing Florida. Negotiates and drafts agreements and contracts on behalf of APVisuals. Prepares and enforces corporate procedures, policies, and programs. Develops and up-dates non-disclosure, non-compete, and confidentiality agreements. Identifies risks associated with business ventures and proposes alternatives to reduce risk. Identifies key legal issues affecting legal graphics and admission of exhibits and demonstratives. Consults with attorney clients regarding the best visual strategy to employ at trial (includes animations, boards, multimedia presentations, legal video services, etc.) Handles legal graphics company's business and administrative affairs.

Cole, Scott & Kissane, P.A. Miami, FL

November 2021 – Present

Associate Attorney (Independent Contractor) – Insurance Defense

Insurance Defense Attorney. Handling a large case load of litigation matters, including but not limited to pre-suit matters, negligent security, slip and fall, nursing home negligence, motor vehicle accidents, legal malpractice, water contamination, and premises liability from inception to trial. Drafted pleadings, motions, memorandums of law, reports with file analysis, recommendations for settlement, settlement agreements, pre-trial motions, verdict forms, jury instructions and responses to demands. Conducted depositions, site inspections, witness interviews, pre-discovery fact investigations, jury verdict research, case law research, exhibit management and document review. Presented contested motions before the court. Participated in mediation. Conducted direct examination of witnesses at trial. Conducted client interviews and conferences. Managed own case load and assisting partners with various aspects of their cases.

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Mintzer, Sarowitz, Zeris, Ledva & Meyers, LLP

Miami, FL July 2019 – July 2021

Associate Attorney – Insurance Defense

Insurance Defense Attorney. Handled a large case load of litigation matters, including but not limited to pre-suit construction defect, premises liability, slip and fall, motor vehicle accidents, bus accidents, construction accidents, and wrongful death from inception to trial. Drafted pleadings, motions, memorandums of law, reports with file analysis, recommendations for settlement, settlement agreements, pre-trial motions, verdict forms, jury instructions and responses to demands. Conducted depositions, site inspections, witness interviews, pre-discovery fact investigations, jury verdict research, case law research, exhibit management and document review. Presented contested motions before the court. Participated in mediation and non-binding arbitration. Conducted client interviews and conferences. Coordinated Compulsory Medical Examinations. Prepared clients and witnesses for depositions. Managed own case load while assisting partners with various aspects of their cases.

UnitedLex Miami, FL

Aug. 2018 – Present

Project Attorney

Reviewed and analyzed documents in a large insurance bad faith/material misrepresentation matter using Relativity. Documents reviewed included emails, spreadsheets, power point, business plans, human resources records, financial documents, documents related to insurance application(s), and insurance application(s). Coded documents according to responsiveness, applicable issues, privilege, key documents, redactions needed and confidentiality. Performed Redactions, QC for Privilege and Privilege Logging.

Olga Porven, P.A. Hialeah, FL and Pembroke Pines, FL

July 2014 – Present

Managing Partner/President

Managing attorney and owner of firm. Initiated and established solo practitioner law firm representing clients in personal injury claims; auto, slip & fall, wrongful death, negligent security, medical malpractice, premises liability and insurance disputes. Negotiated and settled claims with insurance companies. Litigated and managed client's cases from incident to resolution. Drafted pleadings, motions, memorandums of law, settlement agreements, pre-trial motions, verdict forms, jury instructions and demands. Conducted depositions, site inspections, witness interviews, pre-discovery fact investigations, jury verdict research, case law research, exhibit management and document review. Presented contested motions before the court. Participated in mediation. Conducted client interviews and conferences. Prepared clients for depositions, mediation and trial. Attended Compulsory Medical Examinations. Negotiated medical liens and outstanding medical bills for clients. Handled law firm's business affairs.

Jeffrey R. Davis, P.A. Miami, FL

July 2012 – July 2014

Associate Attorney

Personal Injury Attorney. Handled caseload of over 80 contested personal injury files. Represented clients in personal injury accidents; auto, slip & fall, wrongful death, negligent security, medical malpractice, premises liability and insurance disputes. Litigated and managed client's cases from incident to resolution. Drafted pleadings, motions, memorandums of law, settlement agreements, pre-trial motions, verdict forms, jury instructions and demands. Conducted depositions, site inspections, witness interviews, pre-discovery fact investigations, jury verdict research, case law research, exhibit management and document review. Presented contested motions before the court. Participated in mediation. Conducted opening statements and direct examination of witnesses at trial. Conducted client interviews and conferences. Prepared clients for depositions, mediation and trial. Attended Compulsory Medical Examinations. Negotiated medical liens and outstanding medical bills.

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Cole, Scott & Kissane, P.A. Miami, FL

Aug. 2010 – June 2012

Associate Attorney

Insurance Defense Attorney. Handled a large case load of litigation matters, including but not limited to pre-suit malpractice, negligent security, slip and fall, nursing home negligence, motor vehicle accidents, legal malpractice, medical malpractice, and premises liability from inception to trial. Drafted pleadings, motions, memorandums of law, reports with file analysis, recommendations for settlement, settlement agreements, pre-trial motions, verdict forms, jury instructions and responses to demands. Conducted depositions, site inspections, witness interviews, pre-discovery fact investigations, jury verdict research, case law research, exhibit management and document review. Presented contested motions before the court. Participated in mediation and mock trials. Conducted direct examination of witnesses at trial. Conducted client interviews and conferences. Managed own case load while supervising another associate attorney and assisting partners with various aspects of their cases.

University of Miami School of Law Coral Gables, FL

Aug. 2008 – June 2010

Health and Elder Law Clinic

Equal Justice Works Fellow / Clinical Instructor

Clinical Managing Attorney. Fostered partnerships with Elderly Services Providers in Miami-Dade County. Organized and managed “Know Your Rights” presentations. Direct representation of over 80 health-related housing, health-related immigration, guardianships, probate, family law, SSI, SSDI, SS, small claims and permanency planning cases. Taught clinical legal education courses to 2nd and 3rd year law students.

University of Miami School of Law Center for Ethics Coral Gables, FL

Aug. 2006 – May 2008

Community Health Rights Education Clinic Fellow and Intern

Direct representation of clients in Immigration, Social Security Disability Insurance, Supplemental Security Income, Public Benefits, Housing, Wills and Estates and Probate. Wrote grant for Miami-Dade Foundation Project. Assisted in class action immigration lawsuit by conducting client interviews, managing the client pool and legal research.

University of Miami School of Law Research Assistant Coral Gables, FL

August 2007–May 2008

Research Assistant for Professor JoNel Newman; ACLU

Legal Research in preparation for an appellate argument on First Amendment Book Banning Case.

Miami-Dade Public Defender, Miami, Florida

May 2006 – August 2006

Florida Bar Foundation Fellow

Extensive trial support for attorneys including legal research and writing, document preparation, witness preparation and client interviewing.

Towncare Dental Partnership, Miami, Florida

January 2000–July 2005

Human Resources Evaluation Manager

March 2005–August 2005

Member of the Corporate Board. Attended operation meetings to develop production strategies. Developed materials for employee evaluations and job descriptions for forty plus positions. Drafted amendments to the Employee Handbook. Trained managers in new employee evaluation system.

Staff Development Manager and Instructor

April 2003 – March 2005

Implemented customer service protocols and trained office managers in Dade, Broward, Collier, West Palm Beach and Brevard Counties. Conducted office manager evaluations. Interviewed and recruited new employees. Decreased overturn rate to 5% of incoming employees. Assessed and evaluated office productivity that increased production on average by 25%.

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Office Manager (Multi-Office Manager)

August 2002 – March 2005

Managed three dental offices. Attended monthly manager meetings and implemented new corporate protocols. Created business plans to increase production. Engaged in employee evaluation and recruitment.

Front Desk Supervisor

January 2000 – August 2002

Managed receptionist staff. Implemented customer service protocol.

LANGUAGES

Fluent in Spanish and English

BAR ADMISSIONS

Admitted to the Florida Bar 2008

Admitted to practice in US District Court for Southern Florida

ADDITIONAL INFORMATION

Computer Skills: Westlaw and Lexis-Nexis Advanced Research Certification, Microsoft Word, Word Perfect, Excel, Power Point, Keynote, Photoshop, Microsoft Outlook, Macintosh Literate, PC Literate

Alumni: New School of the Arts, Instrumental Music

Interests: Running