

FREDERICA JEFFRIES

PROFESSIONAL EXPERIENCE

Pro-Vision Home Improvement, Inc. Manager March 2010 – Present

Job duties include hiring and managing employees, scheduling projects, monitoring construction progress, securing permits and assisting with budgeting and finances for family business.

Queens County District Attorney's Office, Supervising Assistant District Attorney Special Prosecutions Division Oct 1995 to May 2014

Briefed the District Attorney on criminal issues pertaining to 16 precincts, 14 community boards, 7 public school districts, several election districts, all major civic associations, and ethnic organizations in Queens County. Represented the District Atty at multi-jurisdictional Federal/State joint task forces. Special assignments directly from the District Attorney to investigate / prosecute publicized cases or issues of particular interest.

Direct daily operations of the Special Prosecutions Division, which oversaw the investigation and prosecution of designated "conditions crimes" such as home burglaries, auto thefts, prostitution, bias crimes, gang violence, graffiti, and street level narcotics offenses. Supervised prostitution cases, including joint "sweep" operations with the Public Morals Division of the NYPD in Queens. Directed the daily operation of the School Anti-Violence Program and Advisory Councils.

Queens County Dist. Attorney's Office, Assistant Dist. Attorney Aug '90 - Oct '95

Litigation: Conducted trials of felony and misdemeanor criminal offenses; Prepared appellate briefs and argued before the New York State Appellate Division; Worked in the Special Victims Bureau and presented major sex crime cases to the Grand Jury including other violent crimes involving children, the elderly and victims of domestic violence; managed Narcotics Trial caseload to verdict trial; coordinated investigations of fraud and other economic offenses in the Rackets/ Economic Crimes Bureau.

Family Service Association, Hempstead, N.Y., Psychotherapist 1986-1989

Family and individual therapist.

United States District Court, Southern District of New York 1978- 1985

U.S. Probation & Parole Officer

Conducted pre-sentence investigations using all law enforcement data, compiled personal and social history for inclusion in preparing report for Federal judges. Supervised Federal probationers and parolees.

Education

Hofstra University School of Law, Juris Doctor conferred 1990

Admitted to practice in the courts of the State of New York in 1991

Admitted as Counselor at Law of the Supreme Court of the United States in 1999

Columbia University Teachers College, Masters in Education, Psychological Counseling

Hofstra University, Bachelor of Arts, Psychology.

- **Language Proficiency:** Fluent in written and oral Spanish