

TYRA LEITE

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EDUCATION

Suffolk University Law School, Boston, MA

Candidate for Juris Doctor & LLM in Taxation, May 2027

Honors: First Generation Scholarships

University of Massachusetts Amherst, Amherst, MA

Bachelor of Arts, English and Portuguese Studies, September 2020

Honors: Dean's List; Pell Scholar

Awards: Charles Marion Best Text Competition (April 2020)

Study Abroad: University NOVA of Lisbon, Lisbon, Portugal (Spring Semester 2019)

Coursework: Language, Grammar, History, Architecture

EXPERIENCE

Massachusetts State House, Boston, MA

Legislative Aide

April 2022- Present

- Work alongside local, federal, and state offices attending meetings and communicating with stakeholders as a representative for the district
- Serve as constituent liaison providing administrative support, and casework for various issues
- Manage district office and hold meetings with constituents and local agencies
- Draft public communications such as newsletters, social media, press releases, and update website

City of Fall River Corporation Counsel, Fall River, MA

Legal Intern

June 2025 – August 2025

- Conducted extensive legal research on various topics, including ordinance changes, criminal and employment issues, and fire safety standards across the Commonwealth
- Drafted documents and ordinances for attorneys on research topics, attended briefings and disciplinary hearings

Masshire Bristol Youth Connection, Fall River, MA

Youth Career Specialist

May 2021 - 2022

- Received confidential applications from at risk and gang involved youth, providing training, Hi-Set, subsidized work, and job search assistance, working in collaboration with other government agencies
- Handled confidential information, maintaining personal paper and electronic files in accordance with state regulations and standards for all customers both virtually and in person

Fall River City Hall, Fall River, MA

Covid-19 Lobby Clerk

November 2020 - 2021

- Received guests during Covid-19 restrictions, managed calendar, appointments, and walk ins for entire building
- Reviewed and dismissed traffic violations, kept receipt books and payments for garages, and hearings

Residential Education, Boston, MA

Office Assistant

January 2016 - 2020

- Handled paperwork and confidential personal information, managed email, phone, and budget spreadsheets
- Managed and organized office and workspaces across campus, assisted in campus wide programs and budgeting

The Bar Association; RI Supreme Court, Boston, MA

Supreme Court Clerk's Office Intern

Summer 2019

- Worked with applications, files, and applicants taking the RI bar exam in July 2019
- Filed confidential transcripts, background checks, and LLEs

SKILLS AND INTERESTS

Languages: Fluent in Portuguese; Intermediate in Spanish; Conversational in Cape Verdean Creole

Interests: Reading, Cooking, Cycling, Networking (Ladies Gathering Women's Club)