

Carmela Zitella Ciliberti, Esq.

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Attorney Profile

Highly skilled professional with a robust foundation in regulatory compliance, complemented by a Juris Doctor from Villanova University Charles Widger School of Law. Demonstrated expertise in conducting legal research, drafting detailed memorandums, and managing sensitive information. Capable of navigating complex frameworks, enhancing procedural management, and contributing to effective regulatory outcomes. Recognized for strategic consultation and systematic compliance management, excelling in roles that require attention to detail and a deep understanding of administrative regulations. Adept at fostering professional relationships, managing cross-functional teams, and steering comprehensive training and standardization initiatives.

Knowledgeable In

- ◆ Regulatory Frameworks & Compliance
- ◆ Compliance Auditing
- ◆ Legal Research & Analysis
- ◆ Strategic Legal Consultation
- ◆ Legal Document Drafting
- ◆ Courtroom Dynamics
- ◆ Community Outreach & Advocacy
- ◆ Public Speaking & Engagement
- ◆ Training & Development

Signature Accomplishments

- Awarded a three-year, full-tuition Dean's Merit Scholarship at Villanova University Charles Widger School of Law.
- Earned the American Academy of Matrimonial Lawyers Eric D. Turner Award from Villanova Law School, class of 2020.
- Streamlined the FAA certification process for flight simulator training, successfully lobbying for the consolidation of 27 separate Training Center Certificates into a single certificate with 27 satellite centers.
- Led the consolidation of Training Center Certificates from inception to final issuance, overseeing phases including pre-application, formal application, document compliance, system assessment, and validation.
- Steered grassroots legal advocacy empowering individuals in political activism and voter outreach, focusing on advocating for First Amendment protections, transparency in local government, election integrity, and open space preservation.
- Secured 38.6% of the vote in the Republican Primary for State Representative through significant support against a long-standing incumbent despite financial disparities.

Career Experience

Republican Party, New London, PA

2021 – 2024

Candidate for State Representative, 13th District

Engaged in strategic planning and execution of political campaigns focused on community outreach and voter engagement. Managed social media, and digital content, and personally knocked on thousands of doors to speak directly with voters. Coordinated with local leaders and volunteers to organize and execute campaign events effectively. Maintained rigorous compliance with campaign finance laws and reporting requirements.

Key Achievements/Contributions:

- Secured 38.6% of votes in a challenging Republican Primary against a 14-year incumbent through effective campaign management and voter persuasion despite being outspent significantly.
- Conducted regular public speaking engagements at local events, schools, and town halls to promote policy initiatives.

D'Amico Law, PC, Oxford, PA

2020

Extern to Anita M. D'Amico, Esq.

Assisted in the daily operations of a legal office specializing in family and civil law. Engaged in comprehensive legal research to support ongoing cases and client consultations. Reviewed and managed client files to ensure the accuracy and completeness of legal documents. Drafted legal correspondences and documents, including demand letters, under attorney supervision.

Key Achievements/Contributions:

- Enhanced legal outcomes through research and drafting of critical documents, contributing to the management of client cases.
- Participated in client intake interviews to understand case specifics and client needs.

Supported the criminal court by researching legal precedents and drafting memorandums of law. Assisted in the preparation of legal opinions and rulings by analyzing case files and legal arguments. Compiled case summaries and court decisions to assist in judicial reviews.

Key Achievements/Contributions:

- Provided well-researched memorandums and drafts that informed legal opinions and judicial rulings.
- Observed a wide range of criminal proceedings, gaining insights into courtroom dynamics and judicial decision-making.

FlightSafety International, New Castle, DE **1997-2017**
Manager of Regulatory Compliance – FAA | Regulatory Administrative Manager – FAA | Regional TSA Administrator | Commuter and On-Demand Operations Compliance Coordinator – FAA | Master Data Coordinator | Compliance Group - Auditor Support Operations, Standards, and Compliance Coordinator | Customer Service

Led successful interactions with local, regional, and national regulatory authorities, establishing robust partnerships and facilitating smoother compliance processes. Developed and implemented compliance programs and policies, reducing potential legal issues and ensuring continuous adherence to changing regulations. Monitored and maintained compliance with regulatory requirements and internal policies, safeguarding organizational integrity and mitigating compliance risks. Conducted regular audits and assessments, identifying potential risks and implementing corrective measures, thereby preventing regulatory penalties and enhancing internal controls.

Key Achievements/Contributions:

- Unified 27 14 CFR Part 142 Training Center Certificates into a single certificate with satellite centers, managing each phase from pre-application to final issuance, enhancing operational efficiency.
- Appointed as Director of Training and Standards for the consolidated 14 CFR Part 142 Training Center Certificate, overseeing comprehensive training and standardization initiatives.
- Ensured compliance across 27 domestic and international locations, managing regulatory standards for roughly 2K employees, 200 flight simulators, and 100K pilot training events annually.
- Led the development and implementation of ISO 9000 Quality Operating Procedures and Work Instructions.
- Led the development and implementation of 14 CFR Parts 61, 91, 135, 142, and 49 CFR Part 1552 compliant Training Programs, Standard Operating Procedures, and Courseware.
- Steered organizational regulatory compliance through proactive submissions of Letters of Approval and self-disclosures.
- Implemented electronic record-keeping solutions for instructor, evaluator, and pilot records, improving data accuracy.
- Facilitated regulatory audits across multiple locations including the United States, Great Britain, and France.
- Provided expert regulatory compliance consultation to 14 CFR Part 135 Air Carrier customers, enhancing training programs.
- Directed a team of 14 people to foster a collaborative environment through performance reviews, targeted training, and team-building initiatives.
- Utilized SAP software for streamlined financial reporting and basic accounting, enhancing data accuracy and supporting effective financial decision-making processes.

Education & Credentials

Juris Doctor, Villanova University Charles Widger School of Law, 2020

B.A. Biblical Studies, Lancaster Bible College, 2016

Private Pilot License – SEL, FAA, 1998

Bar Admission, Commonwealth of Pennsylvania, 2021

Community Service

Co-Founder, SaveOxford.org (2024 – Present) and SaveBigElkCreek.org (2023 – Present)

New London Township Public Designee, Big Elk Creek Master Planning Task Force (2024 – Present)

Volunteer Attorney, Pennsylvania Election Integrity Legal Team for Oz, McCormick, and Trump Campaigns, Republican National Lawyers Association (2022 – Present)