

Charles E Felderhoff

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☆ STATEMENT OF INTENT ☆

Legally-educated, skilled communicator and strategist with formidable communication, design, presentation, and organizational skills seeks a position that requires creativity and innovation and which offers opportunities for learning and advancement.

✦ Award Winning Communication Skills

✦ Legal Education & Experience

✦ Graphics Design Experience

✦ Computing, Managerial, & Organizational Skills

☆ EDUCATION ☆

SOUTH TEXAS COLLEGE OF LAW

Completed 45 credits toward a Juris Doctor. (1995-1997)

- Awarded Second Place in the "South Texas College of Law Legal Research and Writing Competition."
- Am Jur'd "Legal Writing and Research II."
- Course work included: Administrative Law, Constitutional Law, and Discrimination Law.

UNIVERSITY OF HOUSTON

Awarded B.A. in Journalism. (1991-1995)

- Awarded Gold and Bronze medals in the "Phi Rho Pi National Speech & Debate Competition."
- Earned numerous other top Speech & Debate Awards in local and state level competitions.
- Course work included: Public Relations and Advertising.

☆ PROFESSIONAL HISTORY ☆

WRITING TUTOR/CONTRACTOR & FREELANCE DESIGNER

Independent Contractor

May 1995 - Current

- ✦ Instructed high school, college, graduate students, and professionals on proper writing styles and structure. Also, was hired by individuals to ghost write professional reports in several fields. Provided graphic design and web design services for organizations, businesses and individuals as a supplement to other full-time employment.

VILLA VICTORIA APARTMENTS

Manager

Feb 2004 - Aug 2005

- ✦ Property manager for mid-sized apartment complex. Responsible for leasing, money collection and handling, accounting and reports, filing, payroll and benefits, government program compliance (Section 8 Housing, AHDP, and LIHTC), and supervising staff of five office and maintenance personnel. Also redesigned promotional and office print materials for the company.

MIDTOWNE SPA OF DALLAS

Manager

Sep 2002 - Aug 2003

- ✦ Managed a gym similar to a YMCA that offered both workout equipment and rooms for rent on a nightly or weekly basis. Responsible for supervising staff of fifteen full-time employees. Responsible for tabulating and reporting daily receipts that averaged over \$25,000 per week, preparing and submitting accounting and daily, weekly, and monthly reports, preparing payroll, hiring and firing employees, staff training and scheduling, overseeing OSHA and safety code compliance. Responsible for customer service, theft prevention, purchasing, gym interior design and construction, and marketing.
- ✦ Supervised major construction-renovation project when roof of building was torn off, re-supported, re-installed, and a full roof-top deck with fencing was installed.

continued

☆ PROFESSIONAL HISTORY - CONTINUED ☆

☆ COMPUTER SKILLS ☆

BUSINESS MANAGEMENT

- Intuit QuickBooks
- Microsoft Office
(Word, Excel, Access, Outlook, and Powerpoint)
- Microsoft Project

GRAPHIC/WEB DESIGN

- Adobe Acrobat 7.0
- Adobe Illustrator CS
- Adobe InDesign CS
- Adobe Photoshop CS
- Adobe GoLive CS
- Macromedia Products

Familiarity with HTML, Java Script, Visual Basic, Flash Action Script, and Director Lingo (mostly for short scripting actions and tweaking the project, not independent programming outside of a web editor or MS Office program).

VIDEO & SOUND EDITING

- Adobe After Effects
- Adobe Premier
- Adobe Audition

E-RESEARCH

- Lexis-Nexis
- WestLaw

Proficient in general internet research methodologies.

☆ WRITING SAMPLES ☆

www.geocities.com/chase29tx

☆ REFERENCES ☆

Provided Upon Request.

PROPERTY INNOVATIONS

Owner & Manager

Nov 1997 - Sep 2001

- ☞ Owned and managed small property renovation firm with three full-time employees and ten independent contractors. Managed all administrative work including budgeting, marketing, accounting, business strategizing, property acquisitions, sales, leasing, tenant relations, and property management.
- ☞ Designed and maintained company web site, databases for tenant information, properties, and inventory and designed all promotional materials.
- ☞ Performed construction/renovation work (including plumbing, electrical, carpentry, etcetera).

ABLE & MONROE, P.C.

Paralegal

Jan 1994 - Aug 1997

- ☞ Provided support to five attorneys in a small, but affluent law firm that dealt with numerous medical malpractice cases - both in prosecuting malpractice cases and in defending doctors against them. Conducted many types of research for cases.
- ☞ Authored legal and general documents. Maintained office and client files. Graphically designed documents for use as exhibits and as explanatory documents for attorneys and clients.
- ☞ Assisted in preparing case and trial strategy. Interviewed clients and potential witnesses, and assisted in preparing our clients and witnesses for testifying in depositions and trials.

MENTAL HEALTH & MENTAL RETARDATION AUTHORITY

Job Development Specialist & Job Coach

Jan 1992 - Mar 1993

- ☞ Developed public and private sector employment opportunities for the mentally challenged. Also provided pre-job and on-the-job training to the mentally challenged consumers.
- ☞ Authored *Successfully Employing the Mentally Challenged* as: (1) a training manual for Job Developers and Job Coaches, and (2) a source of information about employment for the mentally challenged to be distributed to businesses and parents.

CONGRESSMAN RICHARD K. ARMEY

District Office Assistant

May 1985 - Apr 1987

- ☞ Provided clerical support to the staff, assisted in constituent relations, worked on community development and improvement projects, and maintained office files.

OTHER EMPLOYMENT

Various Positions

1983 - 1992

Employed since I was thirteen years old, I have held several jobs throughout middle school, high school, and during my early college years, including: working as a paperboy for a local newspaper, running my own lawn care service, working as an assistant manager for a neighborhood candy/ice cream/popcorn shop, working as a customer service representative for both a tanning salon and for a high-end clothing retailer, and working as a salesman for both a bookstore and the same high-end clothier.