

Charles R. Stewart

Sole Practitioner Attorney

Phone: **240.625.9455**
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5235 Westview Drive
Suite #101
Frederick, MD 21703

Associate Attorney Position

Dear Mr. Konare:

I noticed your posting for an associate attorney on Indeed.com and I am extremely interested in this position. I am currently self-employed as sole-practitioner attorney, primarily focusing on wills, trusts, guardianships and estate administration, and feel that many of my skills and experiences gained will translate well into those required for your position. Although I may not have much direct experience in the immigration arena, many of the same skills and traits currently necessary in serving my clients are also required in the immigration field. In fact, given the current political climate, immigration law holds increasingly greater urgency and importance. Additionally, I find your team-based approach and work atmosphere evident in your web site appealing. Accordingly, I have enclosed my resume for your review.

While attending the University of Maryland full-time, I began taking paralegal and business law courses. While in school, I also worked full-time as a paralegal and I was given wide latitude to handle virtually every aspect of personal injury matters, except for court appearances. In addition to my legal responsibilities, I set up and maintained the computer network and work stations, as well as work-flow automation systems. After graduating with a Bachelor of Science in Business Administration, I continued my education at American University to earn my Juris Doctorate, again, while working full-time, first as a communications paralegal performing federal regulatory research and filings, and then as firm administrator overseeing day-to-day organizational and business operations.

After graduating from law school, I began my own practice and focused only on practice areas I believed I would find personally and professionally fulfilling. This led me to the wills, trusts, and estates practice area and later probate and estate administration. I also handled several cases involving adoption, usually as an estate-planning tool. As an additional service to my clients, I added guardianships to my portfolio - first as attorney for the petitioner and eventually as guardian for the disabled. Regardless of the practice

area, however, listening to my clients, advising them judiciously, and working for their benefit has always formed the core of my practice.

I have found working with my clients, many of whom are elderly and disabled, challenging but rewarding and feel my work positively affects the lives of my clients. Likewise, I would expect similar satisfaction with helping individuals navigate through a difficult and convoluted immigration process. Accordingly, my client-centric approach coupled with my passion for helping my clients make me an ideal candidate for your associate attorney position.

I am confident that my experience and philosophy qualifies me for consideration. I look forward to meeting with you and discussing my qualifications in more detail.

Very truly yours,

Charles R. Stewart

Resume

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Tech-saavy sole-practioner attorney seeking position incorporating computer and technology skills with legal knowledge and background.

EXPERIENCE

Law Office of Charles R. Stewart, LLC

2005 - Present

Founder / Owner

Established sole-practice law firm focusing on wills, trusts, estate planning, estate administration, power of attorneys and advance directives, elder law, mediation, guardianships, and adoption. Responsible for every aspect of client services, day-to-day operations and long-term planning including:

- Creating and maintaining self-created MS Access database and case-management system to store client information, create merge documents, track status of cases, organize, prioritize, and track workflow and task management.
- Utilizing Quickbooks to track and manage accounts payable and receivables, invoice clients, maintain and reconcile law firm and guardianship accounts
- Procure, build, and maintain firm computers; install and maintain software.
- Plan, install, implement, and maintain Windows network.
- Interview clients to determine needs, explain options, and formulate customized estate plans.
- Draft documents including wills, trusts, advance directives, power of attorneys, guardianship petitions and answers, and adoption petitions.
- Meet with clients and witnesses to execute and finalize documents.
- Attend probate, guardianship, adoption court hearings.
- Present at estate planning seminars and classes
- Work with advertising vendors on traditional and digital marketing
- Prepare and file tax returns

Sodexho Corp. / Sparks Personnel

2002-2005

Equal Employment Opportunity & Affirmative Action Analyst / EEO/AA Training Coordinator

Assisted Human Resource Department, Office of Diversity in discovery response to class action litigation. Responsibilities included:

- Creating division rating and goal tracking mechanisms
- Coordinated training logistics and training material order fulfillment
- Managed training registration process
- Assisted EEO/AA training program recipients with online registration process
- Extracting raw data and analyzing workforce racial and gender composition
- Creating diversity metrics presentations for corporate officers
- Analyzing trends in company hiring, promotions, transfers and terminations
- Tracking applicant flow data

Birch, Horton, Bittner & Cherot, P.C.

2000-2001

Firm Administrator

Firm Administrator: Managed administration of ten attorney law firm insuring efficient and cost-effective daily operations including:

- Maintained and supported computer systems including individual work stations
- Identified inefficiencies and reduced computer-related expenses by \$13,000.00 annually
- Managed bank accounts
- Maintained facilities
- Ensured compliance with local and Federal regulations
- Reported receivable and expense data
- Administered human resources and benefits
- Tracked and reported attorney time entries

; **Franchise Law Paralegal:** Duties included reviewing franchise agreements; researching relevant case law; filings judicial pleadings; organizing and indexing documents for discovery.

Cole, Raywid & Braverman / The Affiliates

1996-1999

Communications Researcher & Paralegal

Position entailed:

- Assisted in integrating FCC's on-line Universal Licensing System
- Performed telecommunications due diligence research with FCC and Copyright office
- Conducted regulatory, case law,
- Reviewed contracts
- Tracked pending legislation
- Prepared distillation of FCC regulations
- Organized and indexed discovery
- Created position paper graphics

and legislative research

- Assisted with regulatory filings necessary for corporate sales & transfers

Galt, Siegel & Doyle

1996-1999

Network Supervisor & Computer Support

Responsibilities included:

- Building, upgrading, and maintaining workstations and network
- Implementing software systems
- Developing document automation and client information systems

Personal Injury Law Clerk

- Conducted client interviews
- Investigated cases and questioned witnesses
- Prepared pleadings
- Directly negotiated over \$500,000.00 in small-matter client settlements

EDUCATION

American University, Washington College of Law

2003

Juris Doctorate

Worked full time as paralegal while carrying full evening course-load.

University of Maryland, University College

1992

Bachelor of Science in Business and Management law and public policy concentration

Worked full time as paralegal while carrying full weekend and evening course-load. Phi Kappa Phi Academic Honor Society. 3.7 G.P.A.

SKILLS

Applications: Proficient in Microsoft Office through Office 2013, including Word, Excel, Access, PowerPoint; WordPerfect / Corel Office through XV; Drafting Wills & Trust Agreements (Thomson-West); Adobe Acrobat X Pro; Quickbooks Premier Professional Services, numerous other applications.

Operating Systems: Microsoft Windows through Windows 10, familiarity with Ubuntu Linux,

Networking: Adept in Microsoft Windows Networking, Linux networking basics.

**COMMUNITY &
VOLUNTEERING**

**Washington County Historic
District Commission**
Historic Preservation

*Member - 2006-2012 /
Chairman - 2012*

Fought for the preservation of Washington Country's historic resources.

Wills for Heroes

2008-2012

Pro Bono Estate Planning

Provided pro bono estate planning for first responders. Taught estate planning basics to attorneys.

Pro Bono Practice

Donated etate planning services for charity auctions for several organizations including Habitat for Humanity, Hagerstown YMCA, Lucy School, Mayrland Symphony Orchestra, and others.

MEMBERSHIPS

Maryland Bar

2004 to present

Maryland Bar Association

**Washington County Bar
Association**

*Member - 2007 to
present / Secretary
2012-Present*

Board of Directors

Currently serving as Secretary for WCBA. Directs activity of Association
Won Maryland Bar Association Service to the Bar award for designing
and building of WCBA web site

American Bar Association