

CHARLES R. STEWART Jr., J.D.

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EXPERIENCE: Sodexo Corp. / Sparks Personnel, Rockville, MD, 2002-Present

Equal Employment Opportunity / Affirmative Action Analyst: Assist Human Resource Department, Office of Diversity in discovery response to class action litigation. Extract raw data and analyze workforce racial and gender composition. Create diversity metrics presentations for corporate officers. Analyze trends in company hiring, promotions, transfers and terminations. Track applicant flow data. Create division rating and goal tracking mechanisms.

EEO/AA Training Coordinator: Coordinate training logistics and training material order fulfillment. Manage training registration process. Assist EEO/AA training program recipients with online registration process.

Birch, Horton, Bittner & Cherot, P.C., Washington, DC, 2000-2001

Firm Administrator: Managed ten attorney law firm insuring efficient and cost-effective daily operations. Responsible for administrative/support staffing, bank account management, receivable and expense reporting, human resource/benefit administration, facilities care and maintenance, file management, payable/expense cost accounting, and support and maintenance of computer system. Oversaw tracking and reporting of attorney time entries. Contracted for and purchased office supplies and equipment. Required to keep non-billable expenses at a minimum while maintaining professional and pleasant office environment. Ensure compliance with local and Federal regulations including DC Use tax, OSHA requirements, etc. Set up, maintained and managed computer systems including individual work stations, Microsoft networking, Novell Netware file network, mail server, etc. Reduced computer-related expenses by \$13,000.00 annually.

Franchise Law Paralegal: Reviewed franchise agreements, researched and case law, performed judicial filings, organized and indexed documents for discovery.

Cole, Raywid & Braverman / The Affiliates, Rosslyn, VA., 1996-1999.

Communications Researcher & Paralegal: Performed cable television and telecommunications due diligence research with FCC and Copyright office, reviewed contracts, conducted regulatory and legislative research, researched and retrieved case law, assisted with regulatory filings necessary for corporate sales & transfers, performed judicial filings, tracked pending legislation, compiled and assembled distillation of FCC rules and regulations, researched corporate financial filings, organized and indexed documents for discovery, reviewed all files for current license information, assisted in setting up FCC's on-line Universal Licensing System, created charts & maps included in position papers, etc., reviewed franchise agreements for regulatory compliance, and reviewed local cable ordinances.

Professional Risk Management Services, Inc. / The Affiliates, Rosslyn, VA., 1996

Claims Review: Reviewed claims files for sub-insurance compensation.

Web Page Design: Designed, created, and implemented World Wide Web sites for two risk management insurance companies and one law firm. Listed sites with search engines.

Fensterheim & Bean, P.C. / Interim Legal Staffing, Washington, DC, 1996

Office Manager: Managed small real estate firm work flow, setup and maintained Win95 network.

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Galt, Siegel & Doyle, Rockville, MD., 1993-96.

Law Clerk: Responsible for all aspects of personal injury cases from client intake through settlement. Directly negotiated \$500,000.00 in client settlements, prepared complaints, drafted and answered discovery, performed investigations, and researched legal issues.

Network Supervisor & Computer Support: installed and maintained Novell 3.11 network, built, upgraded, and maintained workstations, installed and implemented software systems, developed document automation systems and client information files.

A.H. Michael Rankin, P.A., Upper Marlboro, MD., 1990-93.

Paralegal: Researched legal questions, interviewed clients, drafted and edited legal documents, walked motions through judge's chambers, scheduled court dates and appointments, and organized clients files. Specialized in domestic relations cases.

Computer Support: Designed and supported computer systems, including client databases, telecommuting systems, office organization systems, and installed and maintained hardware.

**COMPUTER
SKILLS:**

Operating Systems:

- Microsoft Windows 3.1 through WindowsXP
- Red Hat Linux ver. 8

Networking:

- Windows Networking

Applications:

- Corel Office 2000, including WordPerfect 9, Quattro Pro 9, Corel Presentations 9
- Microsoft Office through Office 2002, including Word, Excel, Access, Powerpoint
- Various document management systems including Wordox
- HTML, Javascript
- And many others

**MEMBERSHIPS/
COMMISSIONS:**

Maryland State Bar
Maryland Bar Association
American Bar Association
Washington County Bar Association
Notary Public, State of Maryland, through 2009
Notary Public, District of Columbia, through 2006

**COMMUNITY
SERVICE:**

Plant a Row for the Hungry campaign of the Garden Writers' Association of America
Shady Grove Village Community Ass'n - President, 2003; Secretary 2002, Webmaster

EDUCATION:

American University, Washington College of Law - Juris Doctor 2003.
University of Maryland, University College - 1993
Bachelor of Science in Business and Management with law and public policy concentration. Phi Kappa Phi Academic Honor Society. 3.7 G.P.A.

TRAINING:

Sodexo University, 2003 - Equal Employ. Opportunity / Affirm. Action training for managers.
Legal Tech Shows, 2003 - Seminar, Project Management for Law Firm IT Projects.

WEB SITES:

<http://CloakAndCupboard.com> <http://www.LawOfficeStewart.com>
<http://Charles.TheStewarts.com> <http://www.ShadyGroveVillage.com>
<http://www.ElMexicano.biz> <http://www.prms.com> (since replaced)
<http://www.crblaw.com> (since replaced) <http://www.apa-plip.com> (since replaced)