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St. Louis, MO 63141
314-706-0313
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JOHN ALLYN (JACK) KELLEY

SKILLS & ABILITIES	Investigation and research	Microsoft Excel
	Contract compliance and interpretation	Microsoft Word
	Contract negotiation	C#
	Interviewing	Python
	Legal and business writing	HTML
	Business analysis	SQL
	Communication	

EXPERIENCE **FOUNDER AND PRESIDENT, TOTALTTB, LLC. – ST. LOUIS, MO**

May 2017 - Present

Consulted with clients on best legal action across many types of law. Apply effective interviewing, research, and resolution of complex legal problems. Interpret regulations, law, and contracts to satisfy client needs or resolve issues.

VICE PRESIDENT, PRINDIVILLE & ASSOCIATES – ST. LOUIS, MO

November 2013 – October 2016

Directed the provision of licensing of new breweries with regulatory agencies. Ensured compliance with all local, State, and Federal regulations. Provided security of intellectual property of clients who utilized our services.

LEGAL INTERNSHIP, EDWARDS, YOUNG, EDWARDS & BEILENSON, LLC – ST. LOUIS, MO

July 2012 – September 2013

Conducted in depth discovery on a broad array of cases, including personal interviews and research into laws and regulations.

LEGAL INTERNSHIP, MEYERKORD & MEYERKORD, LLC – ST. LOUIS, MO

February 2012 – July 2013

Sought interviews in different cities to provide instrumental background data on the inner workings of the Boy Scouts of America.

CAMP COUNSELOR, CAMP BIRCHWOOD FOR BOYS – GRAND MARAIS, MN

Summer 2009 and Summer 2011

Taught children outdoor survival skills. Assisted the camp administration in collecting unpaid tuition by researching regulations and debt collection policies in the State of Minnesota.

UNDERGRADUATE INTERN, CENTENE CORPORATION – ST. LOUIS, MO

Summer 2007

Provided analytic and administrative support for the Corporate Medical Management and Medical Affairs divisions. Assisted with policy and procedure development, tracking and reporting, and other projects to support Medical Management initiatives.

EDUCATION	ST. LOUIS UNIVERSITY SCHOOL OF LAW – JURIS DOCTOR (J.D.)	MAY 2013
	MO Bar Passed in July, 2013	

	TRUMAN STATE UNIVERSITY – BA, CUM LAUDE, COMMUNICATION	MAY 2010
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ACTIVITIES & HONORS	American Bar Association, Member Trial Advocacy Mediation Clinic Phi Alpha Delta, Member Minor in Theatre
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OTHER	October 2016 through May 2017
ACCOMPLISHMENTS	Sabbatical to travel internationally to gain greater knowledge and understanding of various cultures, which further enhanced my ability to support clients and meet their legal needs. Countries toured include Australia, New Zealand, Thailand, Cambodia, and Vietnam.