

# Paul Bowman

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## EDUCATION

**Central Noble High School** – Albion, IN  
Indiana Honors Diploma  
GPA: 3.7 / 4.0

May 2024

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## PROFESSIONAL EXPERIENCE

**Tipton Law Group, LLC** – Avilla, IN  
*Operations Coordinator*

August 2023 - Present

- Coordinate and oversee, while reporting to the Management Partner, day-to-day administrative functions including office workflows, personnel management, and business strategy.
- Investigate, create, and implement measures to streamline intake, case reporting, and team communication.
- Maintain relationships with the firm's municipal/government clients by curating communication and ensuring performance goals are met.
- Oversee and administer, in conjunction with our information technology managed provider, Tipton Law's IT infrastructure. This infrastructure includes Office365, RingCentral, and MyCase.

**Office of Congressman Jim Banks** – Fort Wayne, IN  
*Intern*

May 2023 - August 2023

- Answered phones to take constituent comments or transfer them to the proper team member.
- Organized and batched constituent concerns in order for the correct response to be sent.
- Completed other tasks assigned by team members include drafting constituent letters and data organization.

**Atz Law Office** – Albion, IN  
*Intern*

July 2022 - August 2022

- Developed an on-site file management system to localize files previously stored in cloud-hosting.
- Archived and logged closed case files.
- Reviewed, edited, and compiled estate planning-related documents.

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## INVOLVEMENT

**Jim Banks for United States Senate** – Indiana  
*Intern*

August 2023 - Present

- Assist the campaign in setting up and organizing fundraising events.
- Assist the campaign in Republican event attendance.
- Assisted the campaign during the ballot signature process, personally netting hundreds of signatures.

**Wendy Davis for Congress** – Indiana's Third District  
*Volunteer*

August 2023 – May 2024

- Assist the campaign in event attendance.
- Assist the campaign in arranging events including fundraisers and roundtables.
- Engage voters with the campaign through phone-banking.

**Statehouse Testimony** – Indianapolis, IN

March 2023

- Gave testimony in front of the Indiana Senate Committee on Education and Career Development on my experience with the J. Kruse Foundation's career coaching.

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## SKILLS

- Office administration, people management, and asset allocation
- Research, data organization/compilation, and data display
- Project, time, and deadline management
- Computer Skills; Office Suite, M365 Administrations, server and networking systems, social media, and HTML, JavaScript, and R programming languages