

William R. “Ricky” Phelps III, J.D.

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Education

Juris Doctorate, May 2014

Barry University School of Law, Orlando, FL

Passed Florida Bar Examination July 2014

Passed Multistate Bar Examination February 2015

Bachelor's of Arts in English with a Minor in History, December 2009

University of Florida, Gainesville, FL

GPA: 3.3 out of 4.0

Concentration: British and American Literature and History

Coursework included a focus on formal communication skills with an emphasis on rhetoric and advanced argumentation.

Career Experience

Supervisor | Office Assistant 2006 to 2009

Aramark Gator Dining- Camellia Court Café, Gainesville, FL

- Supervised the day to day operations of a fine dining café located inside the Harn Museum of Art in Gainesville, FL.
- Over three years of performance in said position, increased café revenue and profits while cutting overall restaurant costs including labor and food costs while maintaining excellent service and a reputation in the community.
- Interviewed potential employees, assisted human resources in processes of hiring employees, and also in performing bi-annual employee reviews.
- Performed tasks such as scheduling, taking weekly inventory, and assessing daily labor and food costs analysis, in addition to all daily operation procedures, and daily preparation of general clerical items and financial reports.
- Performed front office tasks such as file maintenance, preparing spreadsheets, organizing/analyzing cost statistics.

Research Assistant | File Clerk 2006 to 2007

Butler Pappas Law Firm LLP, Tampa, FL

- File maintenance and management. Experience included data input on Perfect Law Attorney Information Manager.
- Various research on LexisNexis and Westlaw, and general statutory and code research.
- Archived various files for efficient use and storage, and general legal assisting/clerical work.
- Performed data entry and management, answered phones, created memos, scheduled appointments.

Job Site Management | Office Assistant 2005 to 2006 & 2010 to 2011

Bay Painting Company, Tampa, FL.

- Assisted with the day to day functions of a busy painting contractor's office. Performed general clerical work.
- Specialized in customer service and organizing job site information. Prepared homes for painting, including pressure washing as well as managed others on crew at job site.
- Contact Tim Haverty of Bay Painting Inc. at 813-549-9739.

Volunteer Experience

Legal Support Volunteer- 06/2015- Current

Idignity.org Orlando, FL

- Assist indignant and needy individuals in central Florida obtain personal identification/FL driver's license and other necessary and vital documents as a means to help restore dignity and hope.

Assistant Lacrosse Coach- 08/2010- 06/2011

Tampa Catholic High School, Tampa, FL

- Primarily responsible for the strength, agility, and conditioning program at my alma mater Tampa Catholic.
- Assistant to the Head Coach for the Boys and Girls lacrosse programs.

Mentor and Volunteer – 2001- Current

CARIBE Refugee Program, Hillsborough County Public Schools, Tampa, FL

- Community education project providing English courses (ESOL), GED courses, and vocational training to political refugees from more than twenty-three different countries.
- Provide support for political refugees seeking skills necessary to become legal citizens.

Mentor and Volunteer – 2001-2005

Shriner's Hospitals for Children, Tampa, FL

- Provide support to the staff and patients of the Tampa Shriner's Hospitals for Children as a High School Student.

Awards and Accomplishments

- Senior Class President- Tampa Catholic High School, 2005
- First Team All-Conference- West Florida Lacrosse League, 2005
- Founder- Tampa Catholic High School Lacrosse, 2004
- Founder- Jesuit Tiger Lacrosse Club, 2003
- Honorable Mention- All Hillsborough County Football Team, 2004
- All Star Selection- Hillsborough County vs. Orange County All-Star Football Game, 2004
- Member- Florida Federation of Young Republicans, 2008-Present
- Past Master Councilor – Paul Revere Chapter of Florida DeMolay, 2001- 2009

Professional Attributes

Honest, Goal-Oriented Leader With Strong Problem Solving, Organizational And Writing Skills.

Bilingual - Spanish

Technical Attributes

Windows Vista/7/10 OS's, Office 2011 Suite(Word, Excel, Powerpoint, Outlook), 90 WPM