

Jimmy Buffet

2 Ocean Trail, Beckley, WV 25801
jb0002@mix.wvu.edu

Education

West Virginia University Institute of Technology, Beckley, WV
Bachelor of Arts in History and Government
GPA: 4.0

Expected: May 2020

Experience

Landscaper/Laborer – Grandview, WV

May 2014 – Present

Landscape Assistant

- Responsible for grounds maintenance of two large estates
- Mowing, weeding, mulching, painting, tree trimming, etc.
- Skills: using lawn care equipment and tools, time management, staying on task, maintaining focus

L.A. Gates Company – Beckley, WV

March 2016 – Present

Courthouse Records Researcher

- Responsible for searching county clerk's office records for specified deeds and wills related to civil engineering and highway projects
- Observed various duties of a property and estate lawyer, including multiple property transaction closings, title searches, and recording of deeds
- Printing and organizing large volumes of records
- Skills: researching, using computers, organization

Ward Law Office, PLLC – Beckley, WV

May 2017 – August 2017

Job Shadow

- Drafted wills, durable power of attorneys, and medical power of attorneys
- Conducted title searches
- Attend abuse and neglect preliminary hearings and multidisciplinary treatment team (MDT) meetings
- Skills: researching, learning typical daily procedures of a lawyer's office

Skills

- Proficient in ProForm, Microsoft Word, PowerPoint, Excel, etc.
- Excellent research abilities and writing skills
- Ability to design and create certain areas of a yard
- Communication skills to provide what is desired with my best effort

Activities

Member-at-Large, Christian Student Union (CSU)
Sound System Operator, Grace Baptist Church
Volunteer, Raleigh Center Nursing Home

Honors/Awards

PROMISE Scholarship
Genevieve Bowling Lilly Memorial Scholarship
Mary Abbott Memorial Scholarship
Level 1 WVU Tech Scholarship
Carter Family Foundation Scholarship