

Jeffery S. Nichols

Grant Writer & Manager



Contact

985 Murfreesboro Pike, Apt. B24
Nashville, Tennessee 37217
(615) 947-0581
tennesseelgalbeagle@gmail.com
www.tennesseelgalbeagle.com

ABILITIES:

- * To formulate logical solutions to problems
- * To follow instructions, and complete task in a timely manner
- * To prepare documents, motions, briefs, analysis and summaries.
- * To conduct actual and legal research
- * To construct arguments in support of specific conclusions.
- * Staying focused on a goal amid pressure and deadlines.

Professional Profile

I'm a diligent professional with over seven (7) years of experience as a Grant Writer and Manager with a background in administration and as a Paralegal. Others describe me as a dependable worker who works well alone or with others throughout tasks to timely complete assigned projects and achieve favorable outcomes.

EXPERIENCE:

- * I worked for the Boys & Girls Clubs organization from 1987-2002, and as an Executive Director from 1995-2002.
- * I worked as a prison approved Paralegal at Hardeman County Correction Facility from 2006- 2008 and at Bledsoe County Correctional Complex ("BCCX") from 2009-2021
- * I was the Senior Editor of the prison monthly newsletter at BCCX from 2010-2014 and published a book in 2019.
- * I've owned and operated the Legal Beagle Press & Service business from April 2022 till Present.
- * I work for House of Mercy from 2023-Present as a Grant Manager

EDUCATION:

- * GED from the Adult Education Center in Clarkston, Ga. in 1987
- * Attended Dekalb (Georgia) Community College from 1987-1989
- * Certificate in Paralegal Studies from Blackstone Career Institute on January 12, 2010
- * Associate of Applied Science in Paralegal Studies Cum Laude from Ashworth College in Norcross, Ga. on April 9, 2018
- * 2023 Federal Financial Grant Manager Certificate from the U.S. Department of Justice

ACHIEVEMENTS:

- * I personally prepared and submitted numerous grant applications from 1996-2002 that resulted in the acquisition of over \$1.2 million for my organization, and I assisted other organizations to acquire another \$2 million in grants.
- * Assisted in preparing and filing criminal and civil pleadings in both Federal and State courts many of which were resolved with favorable outcomes.

My goal is to acquire funds for organizations that provide services that assist the disadvantaged to have a better quality of life. I am more than just a sex offender and a person on Community Supervision; I'm also a goal oriented, low-maintenance, and dedicated professional with applicable experience and a proven history of achieving positive outcomes.