

Jeffrey Wells

CONTACT

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SKILLS

Able to successfully manage multiple projects

Self-motivated, enthusiastic and able to motivate staff

Observant, hardworking and quick learner

Time Management

Excellent ability to adapt to demanding situations

PROFESSIONAL SKILLS

Legal Research

Paralegals

Legal Assistance

Data Analysis

Analytical Reasoning

Network Administration

Computer Hardware

Information Technology

Technical Support

Database Design

Database Administration

Microsoft Suite 365

Disaster Response

SUMMARY OF QUALIFICATIONS

Excellent interpersonal and organizational skills. Over 20 years' experience managing complex multicultural projects and staff at international levels. Able to multitask and set priorities to maximize potential. Strong strategic planning and project management competencies with focus on achieving deadlines and maintaining highest quality output. Thrives in challenging environments by utilizing excellent communication, planning and team collaboration skills. Able to quickly understand complex concepts, identify and solve problems, turn ideas into logical strategies, and implement systems that optimize productivity and customer satisfaction.

PROFESSIONAL EXPERIENCE

Davenport Legal Group (DLG)- Texas Area

1996 – Present

Legal Research and IT Admin Assistance

2005-Present:

- Maintained, repaired and upgraded DLG computers and network. Ultimately assumed additional investigative, paralegal and research responsibilities, as the firm continued to grow. In December 2014, the Principal partner unexpectedly passed away and the firm began closure proceedings. Continued to assist the junior partner of DLG with paralegal, IT and research in her individual legal practice, as needed.

1998-2005:

- Assumed responsibility for building, maintaining and upgrading the IT department at DLG which consisted of 1 server, 15 to 20 computers, routers, printers and a telephone system.

1996-1998:

- Managed and supervised an investigative team on a large Environmental Class Action Tort which settled in 1998.

2018 – 2020: Completed 1st Year of Cisco Certified Network Associate and IT Project Management Certification Courses at Lone Star College - Houston, TX

2015 – 2021: Miscellaneous Contract IT and Legal Services - Texas Area

- Some of which included.
 - The Laitco Group: Legal research, drafting legal documents, attending court hearing, etc.;
 - DDS. James Morrison Dental Office: Database recovery, computer repair, and maintenance;
 - Action Foods / Noe Molina: Computer maintenance and recovery;
 - Completed training and was retained on an 'as needed' basis with a large FEMA contractor as a Home Inspector for Hurricane and National Disaster Response.

LANGUAGE SKILLS

English - Fluent

Spanish - Fluent

French – Intermediate

Italian – Intermediate

German - Knowledgeable

Japanese - Knowledgeable

Swedish - Knowledgeable

NON-PROFIT EXPERIENCE

Family Aid Project

2001 - 2008 - U.S. Gulf Coast

Founder/Executive Director

- Successfully assisted in the response and recovery from 3 major hurricanes (Katrina, Rita and Ike) and Tropical Storm Allison, along the Gulf Coast of the U.S.
- Beginning on the first night after Hurricane Katrina's landfall in Mississippi, as evacuees fleeing the devastation in New Orleans and the Gulf Coast began to arrive at the Houston Astrodome, Family Aid Project and its network of non-profits and volunteers were there. Over the days, weeks and months that followed, Family Aid volunteers were counselling, encouraging and distributing donated food and goods to thousands of affected families and individuals from Houston to Waveland, Mississippi.

Family Aid Project

Aug 1999 – Dec 2003 - International Relief Responses

Founder/Executive Director

Family Aid to Kosovo - 1999 – 2002

Project description - Between June of 1999 and September of 2001, Family Aid Project collected, packaged, shipped and delivered 10, 40' containers of donated food, clothing, camping equipment and humanitarian supplies to displaced Kosovar refugees and Serbian Enclaves in Kosovo.

- Personally accompanied 10 shipping containers of relief supplies from Bari, Italy to Albania, and, with the help of Albanian volunteers, drove with the trucks over the mountains of N. Albania to Mitrovica, Kosovo where, together with French United Nations "K-4" troops, Family Aid volunteers personally delivered and distributed the supplies to the 'neediest' (and often most dangerous) cities and villages.
- Assisted a friend and his European Rock Band in the planning, organization and staging of benefit music concerts in major cities and UN K-4 military bases of Kosovo.
- After returning to Houston from Kosovo, for almost 2 years, assisted the Red Cross and other NGO's that were resettling Kosovar Refugees in the Houston area.

IDR - Immediate Disaster Relief - Orissa, India - 2001 – 2002

Project description - Helped to plan (over a 6-month period), organize and implement an Immediate Disaster Relief (IDR) response to massive monsoon flooding in eastern India. All the supplies (45,000 lbs. of flood relief, including food, medical supplies and shelter) arrived safely and were delivered to the intended target within 2 weeks of the event.

Hand of Hope- Guayaquil, Ecuador - 2002 – 2003

Project description: Approx. \$250,000 of donated medical supplies and equipment packed, shipped and delivered to charity hospital in Guayaquil, Ecuador.