

E. T. Edwards

Elton Thornton Edwards, Jr.
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Statement of Purpose

Well-educated, intelligent, personable, versatile and worldly, I am in search of a new career to which I can fully devote myself. As any of my references will attest, I am an earnest and dedicated worker who believes an employer deserves a committed staff.

Previous Employment

Currently self-employed real estate paralegal
May 2002 – Oct. 2007 – Paralegal for local law firms
(real estate – title searches, correspondence)
1987-1999 – Deputy Guilford County Register of Deeds
(expert familiarity with all types of public legal documents)
1990-1996 & 2001-2004 – Greensboro Historical Museum
(weekend supervisor of staff, facilities & exhibits)

Additional Attributes

Exceptional math, writing & verbal communications skills
Notary Public (expert on Notary matters due to Register of Deeds background)
Typing 60+ wpm
Semi-professional actor – excellent public speaker

Education

Campbell University School of Law– studies included real estate & research
Wake Forest University (BA) – major in communications; minors in history, education
GTCC (fall 2001) – classes in MS Word, Excel, Access & PowerPoint

Public Service

Immediate Past Chairman, Guilford County Historic Preservation Commission
(appointed by & representing the Greensboro City Council 2001-2009)
1990-2005 – Volunteer, Greensboro Police Dept.
2000 & 2004 – ran unsuccessfully for local public office – no further political intentions
Former four-term president, Sunset Hills Condominium Homeowners' Assn.
Former member, Guilford County Schools Redistricting Steering Committee