

# T. Christopher Edwards

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## **Objective:**

To utilize my skills to aid the overall business development

## **Skills and Qualifications:**

- MS Office Suite, Word, Excel, PowerPoint
- Bilingual in English and Spanish
- Media editing software: Final Cut Pro 6, iMovie, iPhoto, Photoshop

## **Employment History:**

### Media Worker

CSP San Quentin, San Quentin, CA

August 2011 – March 2013

- Filmed or otherwise recorded relevant events for local and state staff; edited film using Final Cut Pro 6
- Created training media materials for the medical and dental departments

### Pro-Se Litigant

Self-Employed, San Quentin, CA

October 2009 – July 2011

- Performed legal research, court filings – habeas corpus writs
- Wrote and filed legal briefs, motions and addendums with the court

January 2002 – July 2005

### Peer Health Counselor

CSP Solano, Vacaville, CA

August 2005 – September 2009

- Educated participants about communicable diseases and other health risks, including STIs
- Conducted outreach with future parolees regarding substance abuse, mental health and available resources

### Warehouse – Forklift Operator

Circuit City, City of Industry, CA

October 1998 – December 2000

- Sorted merchandise, unloaded trucks/pallets and organized all necessary materials

### Sales Person

San Gabriel Valley Tribune, West Covina, CA

July 1996 – September 1998

- Followed up with leads for newspaper sales utilizing an automated telephone system

### Property Management Assistant

J&B General Services, Oakland, CA

1980 – 1990

- Did plumbing, drywall, maintenance, electrical, landscaping, painting; collected rent & served eviction notices

### Internal Auditor

American President Lines Co. LTD, Oakland, CA

1980 – 1982

- Audited Accounts Receivable, general ledger, currency exchange and receipts

### Assistant Store Manager

Grodin's Mens Clothing, Richmond, CA

1976 – 1980

- Compiled daily receipts, managed bookkeeping and did bank deposits
- Scheduled employee shifts and coordinated with payroll; keyholder

## **Education:**

Business Economics, Psychology, UCLA, Los Angeles, CA

1995 – 1998

Business Administration, Alameda College, Alameda, CA

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