

Chance Askew, J.D.

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Professional Summary

Highly skilled Juris Doctor with a strong background in legal research and writing, and extensive experience managing business operations with a focus on legal compliance. Proven track record in implementing effective business solutions with emphasis on automation and security. Consummate professional with a deep interest in technology and human rights advocacy.

Education

Juris Doctor - Florida Agricultural and Mechanical University College of Law

Aug 2018 – Dec 2022

- Excelled in legal research and writing, completing advanced projects like Memos I and II and a Supreme Court appellant brief with oral arguments, receiving strong positive feedback for clarity and depth. Consistently earned top grades on major research papers, underscoring exceptional analytical and documentation skills.
- Focused on critical thinking and written communication as core strengths, developing a nuanced approach to complex legal issues—skills that directly translate to clear, effective contract drafting and compliance analysis.
- Completed major public-sector research projects, aligning with a broader interest in policy and compliance issues, and gained valuable experience in synthesizing complex legal research for practical application.
- Recognized for strong persuasive writing and analytical depth; praised for the ability to present compelling arguments and dissect intricate legal questions, which continues to inform a disciplined, detail-oriented approach to contract management.

Bachelor of Legal Studies - University of Central Florida

Aug 2014 – Apr 2018

- Active member of the UCF Marching Knights for the duration of schooling, demonstrating strong team collaboration and dedication through adversity.
 - Consistently earned high marks for excellence in research and writing, showcasing strong analytical acumen and exceptional attention to detail.
 - Cultivated advanced professional capabilities, including high proficiency in word processing, effective digital communication techniques, and comprehensive skill in modern office technology tools.
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Professional Experience

Business Operations Manager - Dave Askew Jewelers, LLC

Jan 2023 – Present

- Revamped business administration processes to ensure compliance with insurance and other regulatory requirements, establishing streamlined protocols for future operational alignment and efficiency.
- Designed and implemented a custom security system, achieving a substantial boost in operational security while minimizing costs, demonstrating an ability to balance security needs with budgetary constraints.
- Built a successful e-commerce platform from scratch for askewjewelers.com, integrating purpose-built automated inventory management, customer engagement tools, and drop-shipping processes, driving online sales growth and customer satisfaction.
- Led the redevelopment of IT and digital infrastructure, modernizing systems to support efficient operations and seamless integration across digital platforms, contributing to enhanced productivity.
- Directed a full renovation of staff areas, improving workplace efficiency, team morale, and overall satisfaction by creating a more functional and engaging workspace.

Contract & Leasing Manager - Penn Ave Services, Corp

Jan 2023 – Present

- Drafted and implemented the current lease agreement used by commercial tenants in a multi-use property, aligning terms with both legal standards and specific operational needs, and preparing for lease amendments as new tenants are onboarded.

- Managed tenant relations and communications, serving as the primary point of contact for lease inquiries, contract terms, and compliance concerns, facilitating a smooth operational relationship that underscores contractual obligations.
 - Oversaw building maintenance and compliance projects, including coordinating with insurance agents for coverage assessments and arranging roof repairs. This required liaising with contractors to ensure project specifications met both safety standards and regulatory requirements.
 - Led initial steps for property improvements, including a parking lot overhaul project, which involved navigating city approval processes to align property enhancements with municipal standards—a process demanding patience and attention to regulatory details.
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Skills

- **Legal Expertise**
 - **Legal Research and Writing:** Advanced proficiency in legal research and writing with tools like WestLaw Next and LexisNexis.
 - **Contract Management:** Skilled in drafting legal documents and managing contracts, ensuring compliance with legal standards while also accomplishing best business practices.
 - **Technical Skills**
 - **IT & Web Development:** Comprehensive experience in setting up and managing e-commerce websites and webpages using Shopify and WordPress. Proficient in HTML, Python, Java, and Liquid for web development and automation solutions.
 - **Software Proficiency:** Highly skilled in using the Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and OpenOffice. Experienced in the effective use of collaborative and remote communication tools such as Zoom or Slack.
 - **Adaptable and Flexible:** Rapidly acclimates to new software, tools, and environments, seamlessly and quickly integrating into existing systems and processes.
 - **Project Management**
 - **Leadership and Coordination:** Proven ability to lead and manage projects, from conceptualization through to implementation and evaluation. Skilled in organizing resources and coordinating teams to achieve business objectives efficiently.
 - **Security Solutions:** Experienced in designing and implementing in-house security systems to safeguard business assets and information. Knowledgeable in network security and compliance with privacy regulations.
 - **Problem Solving and Innovation**
 - **Analytical Abilities:** Exceptional analytical skills, adept at identifying problems and implementing innovative solutions.
 - **Technology Implementation:** Experience in leveraging modern automation solutions that enhance business operations and legal compliance.
 - **Communication Skills**
 - **Verbal and Written:** Excellent written and verbal communication skills. Experienced in preparing detailed reports, presenting complex information clearly and persuasively to diverse audiences.
 - **Passion for Continuous Learning**
 - **Technology Proficiency and Enthusiasm:** Exceptionally skilled in utilizing advanced computer technologies with a keen interest in continually leveraging tech tools to enhance operational efficiency and solve complex problems. Passionate about staying abreast of technological advancements and applying them creatively in professional settings.
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Professional Development

- Committed to obtaining and maintaining all relevant certifications, demonstrating a dedication to continual professional growth and excellence.
- Actively seeking opportunities to expand knowledge and skills across various areas of interest to stay aligned with industry standards and emerging practices.