

## **Eric Peters**

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### **EXPERIENCE**

#### ***Principal, eSummarize, Jefferson City, Missouri***

Author and publish monthly and quarterly electronic newsletters for statewide associations; create headlines, write feature stories with original content; interview association members, legislators, etc., for articles and profiles; preview events and announcements; design, layout, and publish produced material electronically; coordinate with designated association representative all editorial-related issues. (April 2014 to Present)

#### ***County Treasurer, County of Cole, Jefferson City, Missouri***

Receipt and deposit county revenue received for depository accounts administered by the Treasurer; invest County's excess funds; monitor the County's numerous bank accounts; reconcile accounts monthly; prepare and file various statutorily mandated reports; distribute School Fund monies to local school districts; coordinate receipting and tracking processes with other county offices for monies from grants, unclaimed property, bad checks, state tax revenues, criminal costs, fines, forfeitures, over/plus, etc.; Microsoft Office Excel, Word, Outlook; AS400/New World Accounting Software. (January 2009 to Present)

#### ***Admissions Evaluator, University of Missouri, Columbia, Missouri***

Coordinate with students through the application, admission and graduation processes; process initial application documents for prospective students; maintain and update student records database; evaluate prior academic records of admitted students; notify students of degree requirements. (November 2004 to April 2006)

#### ***County Commissioner, County of Cole, Jefferson City, Missouri***

Budgeting and oversight; grant writing and administration; extensive constituent service on issues ranging from public works projects to county policies; hiring and personnel decisions; media relations; represent the county's interests before the Missouri General Assembly, City of Jefferson, and other governmental and private organizations. (January 1997 to December 2004)

#### ***Executive Director, Missouri Forest Products Association, Jefferson City, Missouri***

Budgeting and fiscal planning, coordinate Board initiatives and directives; hiring and recruitment for association committees and office personnel; research grant opportunities; administer education programming; manage governmental lobbying efforts; manage biannual industry trade show; publish newsletter, education programming materials, and annual membership directory. (July 1996 to July 1999)

#### ***Director of Membership Services, Missouri Ag Industries Council, Jefferson City, Missouri***

Maintain and increase statewide membership through programs and travel; market and service small group health insurance and other endorsed programs; staff committees for public relations, transportation, governmental affairs, and association revenue issues; publish monthly newsletter/legislative update. (January 1995 to July 1996)

#### ***Administrative Assistant, Missouri State Senate, Jefferson City, Missouri***

Assist district constituents regarding governmental matters; advise Senator on issues and strategies; draft and review legislation; collaborate with researchers and lobbyists on legislation; prepare press releases and arrange press coverage. (February 1993 to December 1994)

### **ADDITIONAL EXPERIENCE**

#### ***Administrative Assistant, Distilled Spirits Council, Washington, D.C.***

Monitor and analyze state legislative and regulatory proposals; prepare newsletters, legislative bulletins, reports and testimony; coordinate conferences and meetings; complete lobbyist reports; other administrative duties. (June 1990 to February 1993)

***Legislative Assistant, Shaw, Pittman, Potts & Trowbridge, Washington, D.C.***

Conducted legal research; drafted legal correspondence, memoranda, and contracts; trial preparation; summarized depositions; general duties in immigration, corporate, real estate, environmental and bankruptcy law. (June 1990 to June 1992)

***Legislative Analyst, Health Insurance Association of America, Washington, D.C.***

Reviewed, analyzed and reported state health insurance legislation; conducted legislative and legal research projects in the area of managed care. (January 1990 to November 1991)

***Paralegal, Woolsey, Fisher, Whiteaker & McDonald, Springfield***

Drafted state and federal pleadings and correspondence; summarized interrogatories and depositions; prepared plaintiff and defendant trial documents and exhibits; general duties in environmental, personal injury, product liability and real estate law. (June 1988 to June 1989)

***Paralegal, Hunton & Williams, Washington, D.C.***

Drafted motions to Federal Energy Regulatory Commission (FERC) and appellate courts; drafted client billings; conducted legal research; attended FERC meetings, technical conferences and hearings; assisted on FCC and SEC projects. (July 1987 to June 1988)

***Paralegal, Martin, Craig, Chester & Sonnenshein, Chicago***

Drafted pleadings, interrogatories and correspondence; prepared hearing documents and exhibits; abstracted depositions; conducted legal research; traveled and coordinated document productions; attended Illinois Pollution Control Board meetings and prepared related memoranda. (February 1986 to April 1987)

**EDUCATION**

University of Missouri, Columbia  
Bachelor of Arts, Political Science

Roosevelt University, Chicago, Illinois  
Lawyer's Assistant Program (graduate level/ABA-approved)

**CURRENT AND PAST MEMBERSHIPS/ORGANIZATIONS**

Missouri Association of Counties	Capital City Council on the Arts
Missouri Assn. of County Commissioners	Cole County Historical Society
ABLE Learning Center	Lewis & Clark Task Force
Capital City Jaycees	Historic City of Jefferson
Sons of the American Legion	Atelier CMS, Inc. (Board)
Local Emergency Planning Committee	CC Board of Equalization
JC Area Chamber of Commerce	Central United Church of Christ
Missouri Farm Bureau	CC Health Dept. Advisory Board
National Assn. of Counties	YMCA
CC Traffic & Safety Advisory Comm.	Missouri Assn. of County Treasurers
Cole County Republican Club	Missouri Farm Bureau
Heart of Missouri Toastmasters	CC prison Redevelopment Task Force
Partnerships 2000	MORENET/Community Information Network
National Capital Paralegal Associations	National Federation of Paralegal Associations