

ERIC CHARLES HUBBARD, J.D.

3044 HAVENWOOD WAY

LITHONIA, GA 30038

(770) 322-9102 home

(770) 912-8775 cell

associatehubbard@yahoo.com email

EDUCATION

John Marshall Law School

Atlanta, Georgia

Juris Doctor, 1996

University of Tennessee

Martin, Tennessee

Bachelor of Science, 1992

Major: Public Relations and Political Science

Minor: Criminal Justice

Zenger Miller Management Program, 1999

Alpharetta, Georgia

EXPERIENCE

U.S. Congressman Hank Johnson- District 4

Lithonia, GA

DISTRICT OUTREACH DIRECTOR

January 2007- Present

Community & Intergovernmental Liaison; Speech Writer; Chief Drafter of All Correspondences, Special Project Coordinator; Case Management in the areas of Grants, Small Business, Appropriations, Department of Justice and Education

Westwood College, Atlanta, GA

ADJUNCT FACULTY

** Criminal Justice* American Government* Political Science **

August 2009- 2015* Instructor in the school of Justice, Business & General Studies

DeKalb County Commissioner Hank Johnson- District 5

Decatur, GA

EXECUTIVE ASSISTANT/ CHIEF OF STAFF

July 2000- January 2007

Community Relations Liaison; Speech Writer; Special Projects Coordinator; Political Management.

Waymon Sims & Associates, Atlanta, GA

LITIGATION ASSISTANT

Civil Contracts* Ent/Sports* Corporate law * Personal Injuries
Criminal law*

September 1992 – March 1994 * **Legal Clerk**

Aug 1994- Present* Outsource **Legal Associate/Legal Support**

Drafting Contracts, Corporate documents, Research, Litigation
Discovery, Office & Case Management. Westlaw Research engine,
Microsoft Word, Microsoft Excel & Microsoft Office Suite

Radiant Systems, Inc. Alpharetta, GA

HELPDESK SUPERVISOR

January 1997- February 2000

Direct management of Fortunate 500 company third shift technical
support staff. Public relations coordinator to over 100 businesses
world wide. Management of daily output including expediting and
prioritizing support request. Manage personnel issues. Reports
directly to Operations Manager. Supervise Call Center.

Burke, Stewart, & Evans, Atlanta, GA

**LEGAL ASSISTANT & NOTARY PUBLIC, OFFICE
MANAGER**

Civil Sports/Entertainment* Corporate law * Personal Injuries*
March 1994 - December 1996.

Interviewed prospective clients, prepared interrogatories, filed
court papers, Marketing, composed Wills and Contracts,
Initiated Intern program, Supervised Interns, Incorporations, Title
search, Investigations, Research, Typing, Utilized software that
consist of Microsoft Windows, Microsoft Word and Microsoft
Works.

PROFESSIONAL, SOCIAL, & ACADEMIC AFFILIATIONS

Alpha Phi Alpha Fraternity, Inc., Phi Alpha Delta Law Fraternity, Student Bar
Association, Georgia Bar Association, Sports & Entertainment Law Society, King
David Grand Lodge of Georgia Scottish Rite A.A.F.M., Student Government
Association. Arabia Mountain Heritage Foundation Board Member, Hank Stewart
Foundation Board Member, Southern Christian Legal Clinic Board Member, East
Lake YMCA Board Member

ACADEMIC HONORS & AWARDS

1998 Outstanding Young Men of America Award, University of Tennessee: Student of
the Year 1992, Delta Sigma Theta Mr. Crimson & Cream 1991, Ralph Bunche Institute
Scholar, American Political Science Association, State Oratorical Winner 1991, and
Outstanding Resident Assistant 1991-1992.

REFERENCES

Available upon request