**JUSTIN G. PROCK**

**43439 Calle Nacido**

**TEMECULA, CA 92592**

**(951)225-1729**

[**jgprock@yahoo.com**](mailto:jgprock@yahoo.com)

**OBJECTIVE: A rewarding career with an international educational system wherein I may utilize all of my experience and education to serve others as an instructor.**

**STRENGTHS: With experience as a paralegal and law firm administrator, I have a variety of document skills in investigation and analysis of torts and losses. I perform with integrity, tenacity, and a can-do attitude. I have worked for and with corporations, insurance companies, government agencies, and the medical community. Previous employers have trusted me with preparing budgets, staffing and scheduling personnel, and scheduling personnel, and team leadership responsibilities. I have a friendly, yet persuasive style with people, and can discern facts and report them clearly and succinctly.**

**EDUCATION: 1996: Master’s in Administration of Justice**

**Served as Graduate Teaching Assistant**

**Wichita State University, Wichita, KS**

**1990: Bachelor’s in History, Minor in Criminal Justice**

**Dean’s List**

**Tennessee Technological University, Cookeville, TN**

**EDUCATION EXPERIENCE: 2009 – Present**

**Social Studies Teacher**

**Global Vision Christian Schools, Eumseong, South Korea**

I taught senior level AP United States Government and AP Economics, and freshman level World History. In addition to my duties as a teacher, I also worked with seniors on their college entrance essays, as well as provided letters of recommendation. My main goal was to work with students, teachers, administrators, and parents to design and implement a classroom instructional program that facilitated positive growth and change in the knowledge base, thinking, feeling, and behavior that led to responsible Christian discipleship.

**SHIPPING AND RECEIVING EXPERIENCE: 2004 – 2008**

**Warehouse Specialist/Shipping Specialist/Buyer/Planner**

**Tamura Corporation of America, Temecula, CA (2006 – 2008)**

I was responsible for monitoring ISO 9001 compliance, verifying accuracy and troubleshooting in accord with international manufacturing regulations. As Warehouse Specialist, I was responsible for shipping and receiving stock using a variety of systems management software and inventory control using daily cycle counts. Promoted to Shipping Specialist wherein I was responsible for filling and invoicing all customer orders, RMA’s, and inventory adjustments. Promoted to Buyer/Planner wherein I was responsible for purchasing raw materials and filling customer orders, as well as forecasting material orders for our overseas production companies.

**Assistant Manager, The UPS Store, Temecula, CA (2004 – 2006)**

I was responsible for opening and closing the store, providing excellent customer service to shippers, receivers, and mailbox renters, followed domestic and international shipping procedures, as well as carefully packing customer orders.

**CULINARY EXPERIENCE: 2002 – 2008**

**Assistant Manager, Rubio’s Fresh Mexican Grill, Vista, CA (2003 – 2004)**

**Assistant Manager, Carrow’s Family Restaurants, Oceanside, CA (2002-2003)**

**Kitchen Manager and Chef, Calvary Chapel, Perris, CA & Mexico (2002 – 2008)**

After Law, I enjoyed working with Calvary Chapel as a missionary in California and Mexico, serving as a traveling kitchen manager and chef. As an Assistant Manager with Carrow’s and Rubio’s, I was responsible for opening and closing duties, loss prevention, hiring and scheduling staff, providing excellent customer service, and interfacing with corporate officers and independent vendors.

**PARALEGAL/LEGAL ADMINISTRATIVE EXPERIENCE: 1991 – 2000**

**Insurance Defense Paralegal, Turner & Boisseau, L.L.P., Wichita, KS (1998 – 2000)**

**Paralegal/Office Administrator, Foulston Law Firm, Wichita, KS (1991 – 1998)**

While studying for the Master’s Degree at Wichita State University, I worked part-time as a law clerk in the Sedgwick County District Attorney’s Office, and at the Foulston Law Firm, a solo practitioner, specializing in worker’s compensation, personal injury, and medical malpractice law. Promoted to Paralegal/Office Administrator at the Foulston Law Firm, a position I held for seven years. Responsible for interfacing with clients, legal and medical practitioners, and government agencies so that time-sensitive matters were processed efficiently. When Mr. Foulston retired in 1998, I was recruited by Turner & Boisseau, L.L.P., an insurance defense firm, as a Medical Malpractice Paralegal.

**RETAIL EXPERIENCE: 1985 – 1990**

**Assistant Manager, Wal-Mart Stores, Inc., Dayton, TN**

After working part-time at Wal-Mart during college, I was promoted to Assistant Manager and pursued a customer service career. I was responsible for opening and closing the store, loss prevention, hiring and staffing personnel, supervising department managers, and warehouse operations. I interfaced with customers, employees, corporate managers, and independent vendors. I assisted with budget preparation and monthly profit and loss reports. Soon thereafter, I was promoted to Store Set-Up Team Supervisor wherein I was responsible for setting up 10 stores in the Southeast and Midwest regions of the United States.

**SUMMARY OF QUALIFICATIONS:**

My variety and depth of experience both in the legal field and the regular working world provide me with a very helpful perspective on loss prevention, risk management, and matters pertaining to fraud, worker’s compensation and liability claims. I also have plenty of experience in serving the public in four different fields. I am willing to travel as needed and look forward to rising to new challenges as an instructor in your school district.