

C H E R Y L S P E L T S

PERSONAL SYNOPSIS

I've worked as a legal clerk, graduated from law school, and have a certificate in paralegal studies. I've also previously worked as a photographer and web developer. Recently I moved to Bisbee, Arizona, bought land, and am building a house.

EXPERIENCE

Del Norte County District Attorney, Crescent City, CA — *Legal Clerk*

MARCH 2019 - MARCH 2020

Maintained all Misdemeanor case files using Karpel, processed the documents for Failure to Appear cases, filed documents with the court, answered and directed incoming calls, and interacted with members of the public who came to the front desk.

Cheryl Spelts Photography, Fallbrook, CA — *Photographer/Owner*

JULY 1996 - MARCH 2019

Owned and operated a boutique studio specializing in modern portraits and events.

Village News, Fallbrook, CA — *Photographer/Web Developer*

AUGUST 2004 - AUGUST 2005

Created environmental portraits and photographed local events and scenery for the annual magazine, Fallbrook Sourcebook. Also, designed, built, and managed three large database-driven sites, using ASP.

Sony Electronics, Rancho Bernardo, CA — *Web Developer*

JULY 2000 - MAY 2001

Designed, built and managed two large marketing sites for the VAIO line of computers and Sony Musicclub.

Controltec, Fallbrook, CA — *Web Designer*

AUGUST 1998 - MAY 2000

Responsible for the look and feel of multiple sites and multimedia applications, which included writing the content, and optimizing for search engine indexing. Worked with the lead engineers to implement shopping carts and ordering systems.

Eagle Creek Systems, Fallbrook, CA — *Web Designer*

JULY 1996 - AUGUST 1998

Designed sites and multimedia presentations, authored help files, and taught user training classes.

EDUCATION

Trinity Law School, Santa Ana, CA — *Juris Doctorate*, 2016

Trinity Law School, Santa Ana, CA — *MLS in Alternative Dispute Resolution*, 2022

UCLA Extension, Los Angeles, CA — *Paralegal Certificate*, 2013