

Grace K. Johnson  
3210 East Navajo Court  
Fayetteville, Arkansas 72701  
479-521-2226

January 16, 2009

Dear Hospitality Industry Attorney:

I am a third year law student at the University of Arkansas. I am a non-traditional law student in that I have extensive experience working in the hospitality industry prior to law school. I intend to practice law with an emphasis in the hospitality industry. I am interested in learning of opportunities or positions you may have available with your organization.

Because I combine a legal education and experience with extensive hospitality industry experience, I offer a unique set of skills that would be valuable in practicing law with a focus on clients in the hospitality industry. My legal experience includes clerking at a local law firm, a judicial externship and a semester working with the Law School Transactional Legal Clinic. I worked directly with clients and assisted in writing pleadings, motions, accompanying briefs and other filings including Complaints and Answers, Motions to Dismiss, Motion for Summary Judgment, Motion in Limine, and Employment Discrimination responses. In addition, I wrote an order during my judicial externship and drafted by-laws and other formation documents in the clinic. I have researched and worked on a variety of topics including contracts, eminent domain, personal injury, insurance, subrogation, product liability, standing, construction, corporate veil, foreign judgments and punitive damages. I also researched statutes and regulations including CERCLA, Fair Labor Standards Act, Title VII, Federal Truth in Lending Act, Arkansas State Constitution, and Workmen's Compensation statutes.

My hospitality industry experience includes ten years in the hotel business, primarily in sales, but touching all aspects of the business. The next ten years I worked directly with meeting planners in site selection and contract negotiations as a HelmsBriscoe associate. At the same time, I learned a third aspect of the industry working in production on major meetings throughout the country. My attached resume reflects my legal and hospitality industry experience. I am confident in my ability to make a valuable contribution to your organization.

I would like the opportunity to discuss an associate position and my qualifications in greater detail. If you are not currently hiring, please keep me in mind as outside counsel or for referrals for any hospitality issues you may encounter. Please feel free to call me at home at 479-521-2226, on my cell phone at 479-799-8807 or to reach me by email at [gjohnsonstl@sbcglobal.net](mailto:gjohnsonstl@sbcglobal.net). Thank you for your consideration.

Sincerely,

Grace K. Johnson, CMP  
Enclosure

3210 East Navajo Court  
Fayetteville, AR 72701  
Email: gjohnsonstl@sbcglobal.net

Phone: 479-521-2226  
Fax: 479-521-4479  
Cell: 479-799-8807

## Grace Keegan Johnson

### Education

**University of Arkansas, School of Law**, Fayetteville, AR

Candidate for Juris Doctor, May 2009

G.P.A.: 3.61/4.0

Rank: 13/133

Dean's List - Fall 2006, Spring 2007, Fall 2007, Spring 2008

Arkansas Law Review Member

W. B. Putnam American Inn of Court Pupil

**Bradley University**, Peoria, IL

B.S., Business Administration and Marketing, May 1986

### Professional Experience

#### LEGAL EXPERIENCE

**Bassett Law Firm LLP**

Fayetteville, AR

5/2006-Current

*Law Clerk*

Researched case law, statutes and regulations on the following issues: contracts, employment discrimination, workmen's compensation, consumer protection regulations, punitive damages, garnishments, foreign judgments, evidence, negligence, pre-emption, CERCLA, Fair Labor Standards Act, DOT, fraud, warranties, comparative fault, and arbitration.

Drafted memoranda, pleadings and motions with accompanying briefs, including Complaint, Answer, Motion to Dismiss, Motion in Limine, Motion for Summary Judgment, Petition to Register a Foreign Judgment, summons, and writs of garnishment.

Accompanied attorneys to client meetings. Worked with client on redraft of Safety Manual including consent and acknowledgement agreements.

**U. of A. Law School Transactional Legal Clinic**

8/2008-12/2008

*Rule XV Student Attorney*

Worked with non-profit organizations on formation and filing for tax-exempt status, including filing Articles of Incorporation, drafting by-laws, revising and filing Articles of Merger, client meetings and consultation, drafting consent forms and opinion letters and drafting I.R.S. Form 1023 for tax-exempt status.

**Circuit Court, The Honorable Judge Gary Carson**

5/2008 – 8/2008

*Judicial Extern*

Fayetteville, AR

Researched controlling law regarding motions and trial issues including Summary Judgment, Motion to Dismiss, Motion to Compel, contracts, eminent domain, insurance, standing, subrogation, default judgments, product liability. Drafted order for Judge.

## HOSPITALITY EXPERIENCE

**GKJ Enterprises** Fayetteville, AR/ St. Louis, MO 1999-Current  
*Owner – Small Business Management*

Manage a small business, including invoicing, office set up, IT development and taxes. Developed and implemented a budget and operating plan. Developed a marketing plan, client presentations and a client base.

- *Regional Manager* HelmsBriscoe Inc. 1998-Current  
Independent Contractor for Multi-Billion Dollar Co. which performs site selection for the meetings industry.  
Contract and Rate Negotiations, Contract drafting, Built Client Base & Client Relationships, Consulting, Research venues in U.S. & Internationally, Budget Management, Client Presentations.
- *Production Assistant* Creative Producers Group 1999-2006  
Independent Contractor for company which provided event production services for meetings of up to 2500 persons.  
Talent Contract Review & Execution, Liaison with client, crew, hotel staff & other vendors, Research talent & resources, Facilitate room schedules, design, & set up, work with talent and presenters, coordinate audiovisual requirements, housing, registration, invoicing, budgeting and on-site management.

**Innsbrook Resort & Conference Center** Wright City, MO 1989 – 1998  
*Senior Sales Manager*

Developed a client base, created a complete marketing program, drafted & negotiated contracts, press releases, brochure content & client communications, responsible for client retention, revenue management, sales staff training.

**St. Louis Hotels: Breckenridge King's Inn/Days Inn Airport**  
*Hotel Sales Manager* St. Louis, MO 1986 - 1989

### Professional Association Memberships & Certifications

Certified Meeting Professional since 1996, Meeting Professionals International member since 1991. St. Louis Area MPI Board of Directors-1994 to 2000. Officer 1995-2000, President 1998-1999. International Chapter of the Year Committee Chair for two years, chapter won award both years. MPI Chapter Supplier of the Year (1995-96 & 1997-98), Planner of the Year (1999-2000), President's Award.