

**Andrea M. Chempinski, Esq.**  
**1726 Kingsgate Ct.**  
**Alexandria, VA 22303**  
**(703) 820-4026**  
**hoo@hooloovo.com**

**QUALIFICATION SUMMARY:**

- 9-year track record of successfully designing, implementing and maintaining official web sites for business professionals
- 9-year track record of effectively managing budget and scope of celebrity web sites
- Solid knowledge of HTML and JavaScript formats
- Proven legal research and writing skills
- Profitable history of distribution and vendor relations

**EXPERIENCE:**

9/99 – 7/03                      **Cohen, Milstein, Hausfeld & Toll P.L.L.C.**                      Washington, DC  
*Website Editor*

- Plan and implement all aspects of vast, multi-city law firm website
- Develop and maintain budget and scope of multi-layered web site and all software needs
- Create written text for web site and newsletters, including, case summaries, notices and reporting of securities class notices
- Produce all research for web text including news coverage
- Spearhead, design and maintain monthly firm-wide newsletter
- Monitor news outlets for coverage of firm and firm's cases

1993 – Present                      **Freelance Web Designer/Web Master**  
**/HTML Coder**    Buffalo, NY/Washington, DC

- Design, create and execute all aspects of official web sites for business professionals
- Maintain growth, scope and expansion of official web sites for business professionals
- Responsible for the creation of several Top 5% sites
- Construct and manage budget for design, implementation and maintenance of web sites and necessary software
- Own and administer various news oriented mailing lists
- Administer hosting needs for websites and file storage
- Monitor news outlets for coverage of clients and their activities
- Create graphics for websites, including original photography

7/98 – 6/99

**Patricia A. Smith**  
*Law Clerk*

Washington DC

- Created written materials including motions and memos in the field of Plaintiff's Employment Law
- Produced case research, summaries, legislative research and deposition summaries.

Summer 1998

**ABA/LSD Vision Task Force**  
*Production Manager*

Washington DC

- Designed, implemented and published Vision Task Force Report
- Designed, created and maintained all aspects of the corresponding Task Force Report web site

Summer 1997

**Environment & Natural Resources Div.**  
**Appellate Section, U.S. Dept. of Justice**  
*Intern*

Washington, DC

- Researched case summaries and memos dealing with various environmental issues with specific focus on the Endangered Species Act
- Produced written materials including case summaries, memos and legislative histories dealing with various environmental issues.

## **COMPUTER SKILLS:**

### **Applications:**

Multiple word-processing, spreadsheet, database and graphics programs including the Microsoft Suite (Word, Excel, Publisher, Access), Adobe (Photoshop, PageMaker), FTP and many others.  
Equally proficient with both IBM and Macintosh platforms

### **Programming:**

HTML, CSS, JavaScript

## **EDUCATION:**

**George Washington University Law School**      Washington, DC  
Juris Doctor

**State University of New York – College of  
Environmental Science & Forestry**      Syracuse, NY  
Bachelor of Science, *Magna Cum Laude*, Environmental Science

## **AFFILIATIONS/MEMBERSHIPS:**

**Virginia State Bar** – Admitted to practice 11/1/99  
**HTML Writers Guild – International Webmasters Association (HWG-IWA)**  
**Environmental Law Association** (formerly Secretary of Assoc.)