

**PETER SHULER**

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**EDUCATION**

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**Texas Tech University School of Law—Class of 2018**

*Lubbock, Texas 79409*

Memberships:

- Family Law Society
- Student Bar Association
- Student Government Association—Law School Senator

**Texas State University—Bachelor of Science in Criminal Justice**

*San Marcos, Texas 78666*

Graduated: August, 2013

**WORK HISTORY**

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*May 2016 to August 2016* **Intern—Lubbock County District Attorney’s Office: Domestic Violence**  
*Lubbock, Texas 79408*

Assisted domestic violence prosecutors in their daily in-office routine by preparing trial binders and making notes about potential cases.

*August 2014 to August 2015* **Coordinator, Veterans Benefits—Texas State Office of University Registrar**  
*San Marcos, Texas 78666*

Head GI Bill School Certifying Official

- Supervise student workers and full-time staff working within the Office of Veterans Affairs, as well as perform their duties and find solutions to their questions.
- Train staff on Veterans Affairs benefit regulations in order to remain in compliance with the Department of Veterans Affairs and the Texas Veterans Commission.
- Resolve issues between students/parents and VA personnel.
- Create and implement office policies to keep my office running as smoothly and efficiently as possible.

*August 2013 to August 2014* **Administrative Assistant II—Texas State Office of University Registrar**  
*San Marcos, Texas 78666*

Full-time staff position within the Office of Veterans Affairs at Texas State as a GI Bill Certifying Official.

- Certified GI Bill recipients’ school enrollment with the VA in a timely manner, as well as guaranteeing that veterans and dependents receive the most out of their entitled benefits.
- Help supervise and train up to eight student workers in order to ensure all proper procedures are followed with the school and the Department of Veterans Affairs.
- Continue to maintain an efficient and professional office environment.

June 2013 to **Intern—Hays County District Attorney’s Office**  
August 2013 *San Marcos, Texas 78666*

Assisted Hays County prosecutors in and out of the courtroom in their day-to-day activities

- Worked extensively with Excel and PowerPoint, creating statistical reports and presentations based on information gathered from County records.
- Maintained an efficient and professional office environment.

July 2012 to **VA Educational Service Representative (Work-Study)—Texas State University**  
August 2013 *San Marcos, Texas 78666*

Involves working in an office environment with fellow veterans assisting other veterans and their dependents in utilizing their educational benefits, as well as helping to maintain a capable office setting all while maintaining full-time student status.

- Developed client interaction skills over-the-counter, over phone, and through answering emails and faxes.
- Further developing efficient office-environment work skills.
- Exhibiting courtesy and professionalism for all types of individuals.
- Proficient in learning and understanding rules and stipulations of each chapter of the GI Bill.
- Proficient in learning and understanding Texas State University’s policies and procedures regarding the usage of the GI Bill and Hazlewood Exemption.
- Proficient in helping veterans and their dependents in utilizing their educational benefits to their fullest potential.

May 2011 to **Juvenile Supervision Officer—Hays County Juvenile Justice Center**  
November 2011 *San Marcos, Texas 78666*

Involved direct supervision of up to 12 juvenile delinquents aged 10-17. It was my job as a “drill instructor” to both instill and enforce discipline in incarcerated juvenile offenders in a boot camp setting.

- Responsible for the safety and well-being of juvenile offenders from themselves and others.
- Utilized valuable leadership skills to command respect from juvenile delinquents in order to safely and efficiently carry out the plan of the day.
- Responsible for developing day-to-day activities for juveniles in a controlled setting.
- Accountability was crucial—semi-hourly headcounts.
- Frequently worked with a partner supervising up to 24 offenders, further developing and utilizing essential teamwork skills.
- Became proficient in understanding individual’s problems and verbally negotiating and mediating altercations between juveniles before an outbreak of violence occurred.

May 2006 to **Infantryman**  
May 2010 *United States Marine Corps*  
*Camp Pendleton, California*

- Involved a lot of training and supervision by my superiors in order to complete a given task. Responsibility is a must, as well as an ability to give and follow orders.
- Developed valuable leadership skills as a small-unit team leader.
- Participated in over 300 foot and vehicular patrols while in Iraq (Apr 2007-Nov 2007, and Oct 2008-Apr 2009)
- Worked closely with Iraqi Security Forces training them to be responsible for the safety of the Iraqi people
- Platoon intelligence analyst for both deployments

- Trained the Republic of Georgia Army teaching USMC tactics, techniques, and procedures
- Supervised training for new Marines from May 2009-Mar-2010
- Ability to overcome language barriers