

FIRST LAST

Bay Area, California • +1-234-456-789 • professionalemail@resumeworded.com • linkedin.com/in/username

PROFESSIONAL EXPERIENCE

Resume Worded, New York, NY

Jun 2018 – Present

Assistant District Attorney

- Prosecuted over 100 jury trials including burglary, drug offenses, assault and murder.
- Managed and handled over 700 cases of misdemeanor, juvenile and felony from intake to disposition.
- Initiated the ‘WeCare’ program in 2019 for assisting clients in obtaining education, substance abuse intervention and employment development at no expense.
- Represented the company at the 2020 General Conference.
- Managed the team of 12 peers and mentored through case trials and client interviews.
- Collaborated with over 15 independent detectives and government agencies to investigate criminal cases and complaints.

Growthsi, New York, NY

Jan 2015 – May 2018

Attorney

- Conducted 16 oppositions to motions to suppress evidence hearings and 5 preliminary hearings.
- Handled over 125 cases, interviewing clients, discovery disputes and preparing expert witnesses for trial.
- Supervised 3 legal interns and 2 entry level attorneys on legal issues, trial practice and evidentiary hearings.
- Held 12+ training sessions throughout the tenure.
- Awarded ‘Investigator of the Year 2017’, interviewed by news channel NY1.

Resume Worded, San Diego, CA

May 2008 – Dec 2014

Attorney (Nov 2011 – Dec 2014)

- Promoted within 18 months due to strong performance and organizational impact (one year ahead of schedule).
- Conducted over 100 cases to trial, conducted over 250 mediations with a 90% settlement rate.
- Interviewed over 400 clients, victims and witnesses for court appeals and case trials.

Assistant Attorney (May 2010 – Oct 2011)

- Managed a caseload of over child support enforcement cases in 5 countries.
- Evaluated and analyzed over 75 felonies for tax implications and owed restitution.

Legal Assistant (May 2008 – Oct 2011)

- Prepared and formatted 12 litigation briefs with 100% accuracy.
- Drafted 1000+ professional letters, ensuring high quality work and an average of 2 days ahead of schedule.

EDUCATION

Resume Worded University, San Francisco, CA

May 2010

Bachelor of Science Candidate; Major in Law and Business Administration.

SKILLS

- | | | | |
|------------------------|-----------------------|-------------------|-------------------|
| • Uniscribe | • ProForce | • Fund accounting | • TrialDirector |
| • LexisNexis Courtlink | • MS Access | software | • Visionary Legal |
| strategic profiles | • Dropbox, LawManager | • IDEA TrialPro | Technologies |
| • Summation Blaze | • BQE | • inData | • Case Handling |