

# JESSICA CLAIRE

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## Summary

Compassionate advocate/counsel with outstanding communication skills. Goes extra mile to provide assistance to clients through proficient knowledge of court procedures, network of resources and hard work.

Ambitious, career-focused job seeker, anxious to obtain an entry-level legal position to help launch career in Canada.

Enrolled in the NCA (Federation of Law Societies of Canada) assessment process and it is my first step to becoming a Qualified Canadian Lawyer

## Skills

- Legal Research, Litigation, Legal Drafting
- Attention to Detail, Effective Multitasking
- Team Collaboration, Legal Brief Preparation
- Legal Document Preparation, Discovery and Document Review
- Verbal and Written Communication
- Client Advising and Consultation
- Creative and Critical Thinking
- Contract Review and Negotiation
- Legal Due Diligence
- Administrative Support
- Court Trial Proceedings
- Establishing Effective Relationships
- Interpersonal Skills
- Time Management
- MS Office proficient
- Court reporting, Court procedures

## Experience

### Advocate, 07/2019 to Current

Bcfs – Los Fresnos, India

- Handling cases relating to Criminal Law, Civil Law, Constitutional Law, Family Law, Real Estates, Labour Law and Motor Accident Claim Matters before High Court of Punjab and Haryana and District and Session Court of Chandigarh, Mohali and Panchkula and Consumer Forums/Tribunal and RERA
- Interpreted laws, rulings and regulations for individuals and businesses
- Advised clients regarding legal matters, business transactions and claim liability
- Advocate for victims during difficult situations by filing police reports and connecting to needed services
- Cross-examined witnesses during testimonies to build and reinforce legal arguments.
- Represented clients before court in oral debate by constructing favorable and truthful narrative around presented evidence and facts.
- Reached out to individuals via phone, email and SMS to deliver help and support.
- Conferred with judges and opposing counsel to discuss and settle case disputes.

### Associate Advocate, 07/2017 to 06/2019

Jbs Usa – Russellville, India

- Present Court cases before High Court of Punjab and Haryana, Chandigarh
- Evaluated findings and developed strategies and arguments in preparation for presentation of cases.
- Developed detailed litigation strategies for Civil cases.
- Reviewed legal materials for compliance to correct issues.
- Drafting of appeals, civil writ petitions, interim applications and other legal compliance documents
- Identified and implemented process improvement opportunities to achieve objectives
- Recruited, trained and supervised volunteer advocates to support mission.
- Interpreted legal instruments, agreements, memoranda of understanding and internal policies for governing bodies.
- Conducted legal research and analysis to draft legal opinions, studies and reports.
- Knowledgeable dealing with pleadings, affidavits, motions and exhibit preparation.
- Performed extensive research to prepare for court cases and gathered pertinent case information.
- Maintained knowledge on case status by reviewing relevant records and reporting back to clients.
- Provided administrative support to boost firm's document production and legal correspondence.

### Legal Assistant, 01/2017 to 06/2017

State Of Ohio – Hamilton County, India

- Assisting in court cases relating to Indirect Tax Law before Judicial Bodies and Quasi-Judicial Bodies
- Handled telephone calls, meeting plans and conference organization requirements.
- Mailed and arranged for delivery of legal correspondence to clients, witnesses and court officials.
- Managed office scheduling and kept accurate notes on deadlines, motions and other dates.
- Filed pleadings and paperwork with court clerk to meet strict deadlines.
- Maintained knowledge on case status by reviewing relevant records and reporting back to clients.
- Responded to client calls and inquiries to deliver applicable information.
- Met with clients and advocates to discuss case details and evidence.

### Legal Intern, 07/2016 to 12/2016

Senior Advocate Pankaj Jain – City, India

- Organized exhibits for trial by preparing materials and supporting documentation.
- Worked independently to meet deadlines and achieve objectives for special projects.
- Participated in client interviews, observed questioning process and documented information.
- Booked travel arrangements for firm advocate and support staff.
- Knowledgeable dealing with pleadings, affidavits, motions and exhibit preparation.
- Performed extensive research to prepare for court cases and gathered pertinent case information.
- Delivered subpoenas and coordinated law office activities.

## Education and Training

National Committee on Accreditation Federation of Law Societies: 04/2023

Federation of Law Societies of Canada - Ottawa

Bachelor's Degree: Law, 07/2016

Punjab University - Chandigarh

Bachelor's degree: Commerce, 05/2011

Panjab University - Chandigarh