

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000 📧 resumesample@example.com

PROFESSIONAL SUMMARY

- Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

AFFILIATIONS

- Uganda Law Society, East African Law Society, American Bar Association.

SKILLS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

WORK HISTORY

CONSULTANT

06/2014 to CURRENT

Tehama County Department Of Education | Red Bluff, CA, USA

- Reviewing of project documents to ensure compliance with Bank policies and procedures.
- Conducting extensive research, analysis and writing on a diverse range of policy, governance, and shareholding initiatives hosted by the Corporate Secretariat.
- Providing support to Senior Staff on Board operations: prepare Advisory Notes, Summaries of Discussion and Summing Ups, Green Sheets, and other Board documentation in support of Board operations; and review Board documents.
- Supporting overall SECPO mandate: maintain content for SECPO's electronic database on "Practices and Procedures" and provide support for other SECPO initiatives that may arise.
- Drafted, revised and retrofitted WBG communication policy and procedures.

ATTORNEY GENERAL

- s Chambers, Ministry of Justice and Constitutional Affairs, Kampala, Uganda State Attorney, Directorate of Civil Litigation, September 2010 - Present Advised the Government and its allied institutions on all civil & commercial matters; arbitration and mediation; drafting, legal interpretation; approval of contracts & ex-gratia payments; Drafted legal documents, correspondence and pleadings (Plaints, motions, defences, constitutional petitions, Election petitions and references to the East African Court of Justice); Instituted and defended suits in which the Government, Parliament, Ministries and allied institutions are parties before courts of judicature in Uganda and East African Court of Justice; Negotiated settlements of legal proceedings with claimants against government and its allied ministries/agencies Represented Solicitor General in Board meetings & committees (Committee on computation of terminal benefits of the Former Internal Security Organisation); and tribunals on secondment by Attorney General.

FOREIGN LEGAL SPECIALIST

01/1 to 05/2014

NA | City, USA

- Conducted research on time sensitive work and edited technical memoranda for Clients in Syria, Uganda and South Sudan.

LANGUAGES

- English and Luganda (Fluent), Runyankole (Native).

EDUCATION

LL.M | International Legal Studies

MAY 2014

American University Washington College of Law, Washington, DC

International Legal Studies

International Legal Studies Program Alumni Fund Scholarship, American Association of Women University (AAUW) International Fellowship, Philanthropic Educational Organization (P.E.O) International Peace Fellowship

Certificate of Attendance for the International Academy for Arbitration Law, Arbitration Academy, Paris

JULY 2011

* Awards: International Academy for Arbitration Fellowship Kampala

Diploma | Legal Practice

JULY 2009

Legal Practice

LLB | Laws

JANUARY 2008

Makerere University, Kampala

Laws Bar Admission: Uganda and East African Community admitted