

# FIRST LAST

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## PROFESSIONAL EXPERIENCE

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**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

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**Resume Worded University, San Francisco, CA**

May 2010

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

## SKILLS

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|------------------------|-----------------------|-------------------|-------------------|
| • 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   |