

# SHIVANI SINGH

## Criminal Lawyer

9782522876

shivanisingh@gmail.com

Pune, India

[LinkedIn](#)

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A highly accomplished capable of analyzing complex research, data and documentation to prepare and represent individuals in sensitive cases. Proficient in conducting research and analyzing a case to determine a probable outcome and devise an effective strategy to defend your client/s in court. Adept in interpreting laws for clients and helping them to understand their legal options and aiming to resolve cases as quickly and favorably as possible. Known for representing clients at arraignments, hearings, and court trials.

### EMPLOYMENT HISTORY

Criminal Lawyer

2020 - 2022

Infinity Group

Pune

- Organized trial preparation and support including witness lists, exhibits, and trial binders.
- Created and maintained organizational infrastructure for trial documents, cases, and research.
- Performed legal research; organized legal correspondence; prepared litigation documentation for a large international law firm; attended court hearings.
- Assisted large international commercial law firm by conducting extensive research, drafting legal arguments and document management for discovery.
- Provided legal advice, documentation and service to members in administrative procedures; criminal preliminary proceedings; and family law proceedings.

Criminal Lawyer

2018 - 2020

Space Consultant

Pune

- Performed a variety of tasks needed to settle cases and assisted in the preparation of criminal cases for trial.
- Investigated criminal cases, through client interviews, witness interviews, scene visits, discovery review.
- Worked on six criminal cases in both federal and state courts as part of defense team.
- Achieved unprecedented sentences in high level criminal cases in federal district courts.
- Reviewed arrest reports regarding felony criminal cases, conducted preliminary hearings in Magistrate Court, and conducted probation revocation hearings.

### EDUCATION

LLM (Criminal Law)

2020

ILS

Pune

BA LLB

2019

National Law University

Delhi

### SKILLS

Criminal Law, Personal Injury & Mass Tort Litigation, Mediation / Arbitration Processes, Client Advocacy & Trial Preparation, Complex Negotiations, Litigation Strategy & Management, Settlement Agreements, Legal Research & Documentation, Client Management

### LANGUAGES

English, Hindi, German

### COURSES

Certificate Course in Advanced Criminal  
Litigation & Trial Advocacy

2020

NLSUI