

Olita Ciborowski

Advocate

Dedicated and client-focused Advocate with 2 years of experience in providing legal advice and representation in diverse practice areas. Demonstrates strong analytical skills, attention to detail, and a commitment to ethical practices. Efficiently manages multiple cases, communicates effectively, and consistently achieves favorable outcomes for clients. Proactively seeks professional development opportunities to enhance legal expertise and contribute to the success of the firm.

olita.ciborowski@gmail.com 

(479) 482-5773 

123 Elm Street, Oklahoma City, 
OK 73102

Education

**Bachelor of Laws (LLB) in
Legal Studies at University
of Oklahoma College of Law,
Norman, OK**

Aug 2017 - May 2021

Relevant Coursework:

Constitutional Law, Criminal
Law, Contract Law, Tort Law,
Property Law, Administrative
Law, Civil Procedure, Legal
Research and Writing,
Jurisprudence, International
Law, Commercial Law, Human
Rights Law, Intellectual
Property Law, and Family Law.

Links

[linkedin.com/in/olitaciborowski](https://www.linkedin.com/in/olitaciborowski)

Skills

Persuasion

Negotiation

Active Listening

Emotional Intelligence

Conflict Resolution

Public Speaking

Legal Research

Employment History

Advocate I at Advocate Law Group of Oklahoma, OK

May 2023 - Present

- Successfully represented over 150 clients in various legal matters, resulting in a 90% success rate and favorable outcomes for the majority of cases.
- Recovered over \$2 million in damages for clients through effective negotiation and litigation strategies in personal injury and workers' compensation claims.
- Conducted over 200 hours of pro bono work, assisting low-income clients with legal issues such as family law, housing disputes, and employment discrimination.
- Spearheaded an initiative to improve client communication and satisfaction, which led to a 30% increase in positive client feedback and a 20% increase in client referrals within one year.

Advocate II at Stipe Law Firm, OK

Aug 2021 - Mar 2023

- Successfully represented 35 clients in civil and family law cases, achieving favorable outcomes in 90% of cases and securing over \$2 million in settlements and judgments.
- Streamlined the firm's case management system, resulting in a 25% increase in efficiency and reducing the average case resolution time by 10 weeks.
- Developed and implemented a new client intake process, increasing client satisfaction ratings by 30% and boosting referral rates by 20%.
- Organized and led a series of community legal workshops, reaching over 200 local residents and generating a 15% increase in new client inquiries for the firm.

Certificates

National Association of Counsel for Children (NACC) Child Welfare Law Certification

Apr 2022

International Ombudsman Association (IOA) Certified Organizational Ombudsman Practitioner

Jul 2020

Memberships

American Bar Association (ABA)