

# HOWARD JONES

## Lawyer

15 Vesley Road, San Francisco, CA 94111, United States

(415) 646-1234

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## PROFILE

Experienced and innovative Lawyer with a passion and dedication to justice. Highly organized, and skilled in public speaking. Bringing forth a proven track record of achieving favorable outcomes for clients. Adept in preparing for trials, reviewing documents, and efficiently processing cases in court. A strong leader who works well under pressure, and understands the complexities of the legal system.

## EMPLOYMENT HISTORY

### Lawyer, Madison and Fletcher Attorneys at Law

Dec 2018 — Aug 2019

San Francisco

- Performed adequate research to ensure a deep understanding of cases.
- Prepared legal documents without error and in a timely manner.
- Analyzed laws in relation to the situation of a client.
- Filed briefs, arguments, collected evidence, and presented cases to judges and juries.
- Worked to build and foster working relationships with clients.

### Lawyer, Johnson & Levine, LLC

Aug 2016 — Nov 2018

Los Angeles

- Worked with clients to understand their circumstances and needs.
- Reviewed disputes and sought to enforce the proper regulations.
- Consulted clients about the law and legal options.
- Efficiently represented clients in criminal and civil court proceedings.
- Maintained the integrity and confidentiality of all cases.
- Sought to understand and protect the interests of persons and businesses.

## EDUCATION

### New York Law School

Aug 2011 — May 2016

Juris Doctor

New York

### New York University

Aug 1999 — May 2001

Bachelor of Economics

New York

## SKILLS

Regulatory Compliance

Expert

Mediation Skills

Expert

Excellent Communication Skills

Expert

Family Law

Expert

Contract Negotiation Skills

Expert

Immigration Law

Expert

## INTERSHIPS

### Law Internship, Brennan Center for Justice

May 2009 — Jun 2009

New York

## REFERENCES