

ROBERT SMITH

Associate Student Attorney

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated, hard working professional with legal and entrepreneurial experience. Managed personal and business finances for over 10 years and would like to offer services to other individuals and families.

CORE COMPETENCIES

Legal Research, Analytical Skill, Microsoft Office.

PROFESSIONAL EXPERIENCE

Associate Student Attorney

ABC Corporation - January 2013 – April 2013

Key Deliverables:

- Represented clients under the supervision of licensed attorneys to perform estate planning duties.
- Drafted and researched estate planning legal documents including memos, Wills, Trusts, Medical, and Durable Power of Attorney.
- Drafted and composed letters for clients.
- Contacted clients through verbal and written communications.
- Conducted client meetings.
- Established office hours for guardianship reviews and client consultations.
- Prioritized and anticipated clients needs.

Student Attorney

Delta Corporation - 2010 – 2013

Key Deliverables:

- As a licensed student attorney, conducted client interviews and intakes and background checks, drafted legal documents, appeared in court on behalf.
- As a licensed student attorney, drafted petitions in child protection and delinquency cases, subpoenaed and contacted witnesses, prepared attorney.
- Appearing in Erie County Family Court on the record pursuant to a student practice order and conducting pretrial conferences, the order of protection.
- Also, interviewing clients and witnesses, handling all aspects of client communication, handling all aspects of communication with opposing counsel.
- Under student practice order, handled all aspects of the representation of indigent clients charged with misdemeanor offenses in the Bronx County.
- Drafted motions, prepared for hearings, conducted bail applications, managed investigations, examined discovery, and negotiated with District.
- Conducted client intake and factual investigation for clinic caseload.

ROBERT SMITH

Associate Student Attorney

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: [Qwikresume.com](https://qwikresume.com)

EDUCATION

Juris Doctor - (Thomas M. Cooley Law School - Auburn Hills, MI)

