

ROBERT SMITH

Associate Legal Extern

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

SUMMARY

Licensed attorney with a strong interest in public service/ public interest. Worked and researched in the areas of international human rights, sex trafficking, family law, domestic violence, and disability law.

CORE COMPETENCIES

Contract Negotiation, Contract Drafting, Contract Management.

PROFESSIONAL EXPERIENCE

Associate Legal Extern

ABC Corporation - August 2014 – April 2015

Key Deliverables:

- Worked under the direct supervision of Assistant District.
- Filled out bill of information and discovery certification forms.
- Analyzed discovery, prepared case folders, and conducted trial in District Court.
- Provided interpreting assistance when requested.
- Attended numerous court proceedings in Union County Courthouse and assisted with trial preparation for a double homicide case.
- Interviewed clients regarding their legal issues and reviewed clients financial documentation to ensure they qualify for pro bono services.
- Transmitted clients legal issues to attorneys via email or phone call.

Legal Extern

Delta Corporation - 2012 – 2014

Key Deliverables:

- Conducted client intake interviews and performed legal research and analysis related to criminal and immigration issues.
- Prepared U-VISA and DACA immigration filings for U.S.
- Citizenship and Immigration Services.
- Drafted legal memoranda such as demand letters.
- Filled out complaints and motions for domestic violence protective orders.
- Conducted direct examination of a domestic violence protective order hearing.
- Worked on an eviction case from its inception, duties include looked up the relevant statutes, drafted the demand letter, and reached a favorable settlement for the client.

EDUCATION

Bachelor's of Arts - (Charlotte School of Law - Charlotte, NC)

ROBERT SMITH
Associate Legal Extern

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

2259 Oak Street, Old Forge, New York, 13420

© This [Free Resume Template](#) is the copyright of Qwikresume.com. [Usage Guidelines](#)

