

# Robert Smith

## Judicial Law Clerk/Director

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

### SUMMARY

High level communication skills facilitating high client satisfaction. Skilled attorney in pretrial litigation including pleadings, motions, and discovery.

### SKILLS

Legal Research, Motion Practice.

### WORK EXPERIENCE

#### Judicial Law Clerk/Director

ABC Corporation - 2019 - 2020

- Participated in hundreds of arraignments, pretrials, and sentencings.
- Assisted with criminal jury trials, including jury voir dire and sworn witness testimony.
- Analyzed legal ramifications of decisions.
- Assisted the Judge with pending motions & motions taken under advisement.
- Entered the Judgment of Sentence for criminal defendants.
- Conducted legal research & drafting, focusing on legal memos and orders.
- Worked directly under the Honorable Judge.

#### Judicial Law Clerk

ABC Corporation - 2015 - 2019

- Conducted legal research of state and federal statutes in complex civil and criminal cases.
- Drafted judicial memoranda of decision, rationales, and findings of fact.
- Drafted bench memoranda and prepared procedural histories of cases.
- Collaborated with trial judges, court staff, and fellow law clerks.
- Observed jury trials in both the civil and criminal sessions.
- LAW RELATED EXPERIENCE.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Juris Doctor - (University of Houston Law Center)