

ROBERT SMITH

Judicial Law Clerk/Executive

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Accomplished legal and Human Resource professional with expertise in drafting and analyzing complex documents. Thorough experience developing legal and business strategies

EXPERIENCE

Judicial Law Clerk/Executive

ABC Corporation - 1996 - 1997

- Attended court sessions to hear oral arguments Confer with judges concerning legal questions.
- Drafted or proofread judicial opinions, decisions, or citations.
- Informed judges when cases are affected by such changes.
- Prepared briefs, legal memoranda, or statements of issues involved in cases, including appropriate suggestions or recommendations.
- Researched laws, court decisions, documents, opinions, briefs, or other information related to cases before the court.
- Reviewed complaints, petitions, motions, or pleadings that have been filed to determine issues involved or basis for relief.
- Researched and drafted legislation for the criminal procedure committee, the committee on workforce preparation, and the genetics committee.

Judicial Law Clerk

ABC Corporation - 1994 - 1996

- Attend court sessions to hear oral arguments or record necessary case information.
- Communicate with counsel regarding case management or procedural requirements.
- Confer with judges concerning legal questions, construction of documents, or granting of orders.
- Draft or proofread judicial opinions, decisions, or citations.
- Keep abreast of changes in the law and inform judges when cases are affected by such changes.
- Participate in conferences or discussions between trial attorneys and judges.
- Prepare briefs, legal memoranda, or statements of issues involved in cases, including appropriate suggestions or recommendations.

EDUCATION

- Master of Science in Human Resource Management - (Keller Graduate

SKILLS

Legal Research, Writing, and Analysis.