

ROBERT SMITH

Attorney At Law

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

SUMMARY

Individuals to develop skills in reading, writing, vocabulary, and word usage; Objective is to assist individuals whose immediate goal is passing examinations which measure these skills. However, Also want individuals to develop an appreciation for English Literature and creative writing and to apply these skills to any undertaking.

CORE COMPETENCIES

Lay Certification In Bible Studies.

PROFESSIONAL EXPERIENCE

Attorney At Law

Shedeke Law Offices - 1982 – 2020

Key Deliverables:

- General civil practice, consisting of all phases of the management of a law office; interviewing, counseling, and representing commercial clients.
- Extensive discussions with clients about how the management of their offices can influence favorable legal results in pre-litigation as well as in litigation contexts.
- Accurate record-keeping; attention to basic legal requirements, regarding the recruitment and retention of employees and related personnel matters, legal sufficiency and clarity of legal documents etc.
- Collection of delinquent account receivables before all courts of the state.
- Staff Attorney with Community Law Offices of the Legal Aid Society, General trial work with respect to the representation of indigent defendants in civil cases.
- Staff Attorney with the Housing Litigation Bureau of the City Litigation primarily before the Housing Court Division of the City Civil Court to protect the rights of indigent and other tenants.
- Law Secretary to a Judge of the Civil Court drafted opinions; motions; jury trial charges, and other legal memoranda for the judge.

Attorney At Law

Delta Corporation - 2001 – 2006

Key Deliverables:

- Transactional law practice with a specific focus and expertise in the entertainment industry offering a full range of business and legal affairs .
- Of Counsel Conduct real estate closings Review residential and commercial title reports and resolve title issues.
- Sole practitioner representing consumer clients in Bankruptcy, Real Estate and Foreclosure matters; Accomplishments Satisfaction in helping people .
- Skills Used Negotiation and problem solving skills to reach a desired result.
- Criminal and Civil Law Practice.

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- Corresponded with clients after closing to resolve post closing issues Followed up with settlement agents regarding post closing documents such as .
- Prepared closing statements.

EDUCATION

Juris Doctor in Legal Studies - 1969(New York University School of Law - New York, NY)

