

Robert Smith

Lawyer I

PERSONAL STATEMENT

Over 15 Years as a Criminal and Trial Lawyer in Bilingual, Speaking Mandarin Chinese, and English. Willing to work as a Legal Assistant, Legal Secretary.

WORK EXPERIENCE

Lawyer I

ABC Corporation - December 2009 - September 2012

Responsibilities:

- Met with clients and other legal professionals to discuss case details.
- Criminal and Trial Lawyer Answered Phones for Firm, and for Government.
- Collected data to prepare and draft settlement packages for clients.
- Conducted client interviews and all client intake services.
- Interpreted and relayed legal information in a clear format for clients.
- Processed all assigned cases according to company and client service level agreements.
- Managed communication with courts regarding status of petitions and granted orders.

Lawyer

ABC Corporation - April 2000 - August 2009

Responsibilities:

- Wulumuqi, Xinjiang, China Law Instructor and Mentor Met with Government personnel and other legal professionals to discuss case details.
- Answered Phones for the Government.
- Collected data for settlement packages for Government.
- Interpreted and relayed legal information in a clear format to Government Representatives.
- Processed all assigned cases according to Government and client service level agreements.
- Drafted various court documents, invoices and enclosures at Judges Request.
- Drafted legal complaints, and summons.

Education

Master's in Law - (Xin Jiang University)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Photography, Web
Design, Russian, English.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)