

Assistant Attorney General

ROBERT SMITH

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Objective

Cutting-edge skills and resources to build and maintain a strong, vibrant economic development program to meet the needs of businesses and members, and the communities in which they live.

Skills

Microsoft Office, Wordpress.

Work Experience

Assistant Attorney General

ABC Corporation - January 2004 - March 2005

- Handled juvenile prosecutions in the District of Columbia. The cases are brought in the Family Court of the District of Columbia Superior Court.
- Prosecute offenders, under the age of eighteen, for a wide variety of offenses ranging from first-degree murder to driving without a permit.
- Drafted petitions that charge a criminal offense under the DC Code, Federal Code, or DC Municipal Regulations.
- Interviewed and prepared police and civilian witnesses; make charging decisions; researched, wrote, and litigated motions; and managed all aspects of a trial calendar from intake through sentencing.
- Conducted presentations to community groups to inform them of ongoing programs of the Office of the Attorney General.
- Managed a caseload of over child support enforcement cases across six counties Represented the States interest in personal injury.
- Worked with state agencies to gather information needed to prepare pleadings Advocated on behalf of State in administrative appeal cases filed by recipients.

Assistant Attorney General

OFFICE OF THE ILLINOIS ATTORNEY GENERAL - 2001 - 2004

- Represent state agencies that employ from 100 to 17,000 employees and its management personnel in complex labor litigation matters that involve Illinois Wage Payment and Collection Act, Illinois Minimum Rights Act, employee classification act, whistleblower, state Equal Pay Act, and state anti-discrimination claims.
- Investigate employee complaints by identifying the issues; deposing complainants; identifying and interviewing witnesses; gathering and analyzing documents; evaluating evidence; and documenting the findings of investigations.
- Counsel state agencies general counsels and management personnel on labor and employment decisions that involve terms of the collective bargaining agreements, provisions of the personnel rules and regulations, employee grievances, progressive disciplinary actions, employee terminations, and the interpretation of EEO laws.
- Draft recommendation reports that detail the labor issues; important facts; strengths and weakness of the clients positions, possible cost of the employment actions; various strategies to meet the agencies goals; and recommend actions to resolve the issues.

- Prepare litigation reports for state agencies and senior management personnel within the Office.
- Represent state agencies and its management personnel in settlement negotiations and draft agreements.
- Independently handle legal matters before federal and state courts, this includes representing clients during court hearings, answering complaints, gathering documents and responding to document requests, managing electronically stored documents, taking and defending depositions, researching case law and statutes, and drafting motions with legal memoranda..

Education

Master of Public Administration - (Syracuse University - Syracuse, NY)