

Robert Smith

Certified Student Attorney

PERSONAL STATEMENT

Working as an Attorney-at-Law within your organization to further hone communication, organization, client service, analytical and logical reasoning, legal research, and team work, knowledge of substantive law and legal procedure and time management skills and to utilize these skills to their optimal potential in order to contribute to the success of your organization.

WORK EXPERIENCE

Certified Student Attorney **ABC Corporation - 2008 - 2012**

Responsibilities:

- Ensured the Defendant understood the terms of any probation and/or deferred sentencing requirements that may be offered.
- Presented facts and information obtained, as well as sentencing recommendations, on the record to the Judge.
- Helped court provides restorative justice to troubled juveniles and influences them to choose better alternatives in decision making.
- Featured with photograph and list of achievements in the Aurora Sentinel Newspaper.
- Advised clients in regard to medicare/Medicaid eligibility and advanced directives.
- Worked in collaboration with lakeshore legal aid to assist elderly clients.
- Drafted initial ins documents for clients and helped them prepare pleadings.

Student Attorney **Delta Corporation - 2010 - 2015**

Responsibilities:

- Research the business law and regulations applicable to both for-profit and non-profit businesses.
- Meet with clients and assist with the start-up and corporate organization for their businesses/organizations.
- Assist in drafting Articles of Incorporations and By-laws of the organization to meet the legal requirements.
- Aid clients in obtaining 501(c)(3) status.
- Conduct legal research, compose legal reports, draft client documents, assist client with an International Ramsar Wetland designation under an NYS.
- Represent and perform civil, legal services for clients pro bono, including but not limited to, discovery, negotiation, motions, research, court.
- Legal matters handled are focused in divorce, child custody, child support, domestic violence protection orders, guardian ad litem, and select.

CONTACT DETAILS

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

SKILLS

Microsoft Office,
Computer.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Nursing - 2014(University of Northern Colorado - Greeley, CO)