

# Robert Smith

## Associate Assistant Attorney General

### PERSONAL STATEMENT

Seasoned attorney with broad and deep experience in multiple states, all roles of government attorney at state and local levels: as assistant county attorney in prosecution of misdemeanor crimes.

### WORK EXPERIENCE

#### Associate Assistant Attorney General

ABC Corporation - February 2010 - August 2012

##### Responsibilities:

- Represented the Illinois Department of Healthcare and Family Services on all phases of legal representation including litigation, motion practice.
- Reviewed and interpreted contracts to determine legal claims and remedies for the Department.
- Participated in numerous trials, evidentiary hearings, and pretrial conferences.
- Managed cases both independently and directly with the supervising attorney through client communications, legally persuasive motions and responses.
- Assisted in training newly hired attorneys on courtroom policies and procedures as well as providing guidance when necessary.
- Negotiated terms of court orders and discovery compliance with opposing counsels.
- Analyzed complex financial discovery via subpoena responses, accounting and personal and business tax returns.

#### Assistant Attorney General

ABC Corporation - 2005 - 2010

##### Responsibilities:

- Provided analysis, trial preparation, and counsel on General Liability, Road Hazard, and Civil Rights litigation.
- Performed legal research, analysis, and writing which included drafting pleadings filed in Louisiana District, Appellate, and Supreme courts, and the Federal U.S.
- District Court for the Eastern District of Louisiana.
- Formulated and presented oral argument before various courts.
- Conducted discovery.
- Engaged in mediations, settlement negotiations, and court conferences..
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Juris Doctor - 2009(Northern Illinois University - College of Law - DeKalb, IL)

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Technical Skills, MS-Excel.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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

