

Robert Smith

Legal Extern II

PERSONAL STATEMENT

Professional senior project coordinator with an accomplished 18-year career in the legal, real estate and financial services industry. Management style that adapts to specific needs and challenges, coupled with a high-set of standards and strong work ethics. Targeted experience in law, governance, risk and compliance management.

WORK EXPERIENCE

Legal Extern II

ABC Corporation - January 2014 - November 2014

Responsibilities:

- Drafted 74 appellate briefs to the Board of Immigration Appeals.
- Wrote 84 motions for pending cases on both trial and appellate levels.
- Researched and helped prepare 12 high-profile national interest cases, including material support to terrorist organizations and human rights violators.
- Reviewed 38 cases and assisted with trial preparation.
- Prepared 8 legal memoranda on novel immigration issues.
- Analyzed civil and criminal statutes and their impact on immigration cases.
- Assisted attorneys involving complex litigation, including preparation cross-examination questions and expert witness questions.

Legal Extern

Delta Corporation - 2011 - 2014

Responsibilities:

- Topics Business and intellectual property law Aided student entrepreneurs with drafting and understanding business formation documents Assisted .
- Conducted bench trials, bond motions, and guilty pleas on behalf of the state as a third year certified student.
- Assisted Assistant District Attorneys with legal research and trial preparation.
- Observed daily dockets, trials, and court proceedings.
- Served as lead prosecutor in numerous misdemeanor trials; received guilty verdicts in 11 out of 12 cases tried as first chair.
- Managed cases throughout the entire cycle of litigation beginning with intake and ending with either pleading or trial.
- Conducted legal research on pressing issues, such as whether assault of a police officer should extend to include members of hospital security.

Education

J.D. - (The John Marshall Law School - Chicago, IL)

CONTACT DETAILS

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Alabama
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www.qwikresume.com

SKILLS

Attorney, Regulatory
Compliance, QC/QA
Operations, Certified
Mediator, Risk
Assessment.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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