

# Judicial Law Clerk

# ROBERT SMITH

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## Objective

Recognized for delivering unparalleled and enlightening customer service from not only being a motivated cashier, but knowledge of the corporation as a whole and continuously learning.

## Skills

Certified family court mediator, Certified Civil Court Mediator.

## Work Experience

### Judicial Law Clerk

**ABC Corporation** - September 1998 - August 2000

- Researched various probate and family law issues.
- Drafted legal memoranda, findings of fact, rationales, and conclusions of law.
- Drafted bench memorandums for criminal and civil proceedings; draft final orders and opinions for criminal and civil motions.
- Prepared administrative appeals files and prepare responding opinions and orders.
- Prepared motion day files, communicate with attorneys, assist Judge, handle communication with deputies, control courtroom.
- Researched and writing judicial opinions, orders, and internal legal memorandum.
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### Judicial Law Clerk

**ABC Corporation** - 1993 - 1998

- Reviewed and summarized documentary evidence submitted by residents disputing property tax assessments.
- Researched real and personal property tax issues.
- Researched and analyzed State and Local Statutes.
- Drafted orders in response to motions submitted to the Tribunal.
- Drafted and reviewed Tribunal opinions.
- Drafted final decisions of the Tribunal.
- Attended and observed hearings..

## Education

LL.M. in Family Law/ADR/Mediation - 2007(Hofstra University School of Law - Hempstead, NY)