

ROBERT SMITH

Trial Attorney

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Phone: (0123)-456-789

SUMMARY

Skilled Trial Attorney with over nine years of experience as a prosecutor. The breadth of experience prosecuting misdemeanors and felony including Driving Under the Influence of Murder and Human Trafficking. Successfully represented clients in divorce and child custody issues. Oversee employees in civil practice and in a County Attorney's office. Good rapport with law enforcement agencies. Providing support and training to law enforcement as needed.

SKILLS

Criminal and Civil Litigation, Criminal Investigations, Drafting Motions, Pleadings, and Orders, Technologically Astute, Negotiating Plea Agreements, Managing Staff

WORK EXPERIENCE

Trial Attorney

ABC Corporation - September 2010 – Present

- Appearing on behalf of the state in all hearings including, preliminary hearings, arraignments, bench trials, and jury trials.
- Reviewing investigations and determine appropriate charges, the likelihood of success in prosecution, and potential cost.
- Reviewing arrest warrants, search warrants, and the affidavits associated with the related documents.
- Presenting to the court and when necessary statements of law, fact, and arguments in a clear and understandable fashion.
- Constantly staying abreast of new cases as they relate to criminal law and county issues.
- Drafting briefs to concisely present new opinions of the court and the effects on our office.
- Presenting training and drafting legal opinions to law enforcement on best practices, new laws, and new court opinions.

Attorney

ABC Corporation - September 2009 – September 2010

- Drafted memorandum on legal opinions relating to civil matters affecting the county, including road issues, employment issues, unpaid taxes, and property issues.
- Planned, implemented, and presented facts of assigned license suspension cases in Administrative Hearings.
- Provided limited legal advice and assistance to requesting departmental personnel on matters relating to relevant driver and license suspension functions, departmental operations, law enforcement, statutory interpretation, and criminal and civil litigation.
- Represented the department in administrative court hearings either by telephone or in person.
- Responded by written correspondence, telephone, or in person to inquiries regarding the rules, regulations, policies, and procedures applicable to the Administrative License Revocation Program.

- Attended work regularly and observed approved work hours in accordance with agency leave and attendance policies.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

SCHOLASTICS

- Juris Doctor - 2009 (University Of Kansas)M.A. in Economics - (University Of Nevada - Reno, NV)