

ROBERT SMITH

Managing Attorney-Temp

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

An accomplished legal professional with 9 years of experience as a Managing Attorney leading all facets of business operations, including sales, marketing, and client services. In addition, experience managing HR and IT.

CORE COMPETENCIES

Licenses, Admitted To Practice, MS Office Suite.

PROFESSIONAL EXPERIENCE

Managing Attorney-Temp

Simas & Associates, Ltd. - May 2011 – June 2019

Key Deliverables:

- Represent business, health care, and professional licensees before executive agencies in disciplinary proceedings.
- Prepare, file, and argue complaints, petitions, motions, and writs within Superior Courts regarding executive and legislative branch abuses and private party disputes.
- Advocate on behalf of businesses and individuals in arbitration and mediation proceedings.
- Serve as neutral, arbitrator or mediator to resolve disputes.
- Draft business formation documents, business plans, public records act requests and contracts on behalf of professional organizations.
- Advice and counsel businesses on matters regarding employment law and human resources best practices.
- Represented clients at hearings before the Supreme and Criminal Courts, contesting lawsuits and clearing prior building violations.

Managing Attorney

ABC Corporation - 2010 – 2011

Key Deliverables:

- Managed a small, general practice law firm.
- The firm's areas of concentration included domestic relations, juvenile law, personal injury, estate planning, and civil litigation.
- Directed cases from intake through contested litigation and trials.
- Counseled clients in preparation for depositions and trials.
- Analyzed pleadings and documents as appropriate for discovery and as trial exhibits.
- Additional responsibilities included negotiating advertising contracts and marketing, client intake, and management and training of associate attorneys and staff.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Juris Doctorate in Law - January 2002(University of Wisconsin Law School - Madison, WI)

