

Robert Smith

District Attorney III

PERSONAL STATEMENT

To secure a position in this organization where can enhance technical skills and contribute to the growth of this of this organization.

WORK EXPERIENCE

District Attorney III

ABC Corporation - 1993 - 2000

Responsibilities:

- Answered and directed calls using a multi-line switchboard.
- Prepared and distributed forms and form letters.
- Assisted in the drafting and dispersing of correspondence.
- Filed review and maintenance.
- Scheduled appointments and maintained calendar tickler system for multiple attorneys.
- Acted as an office courier as needed and filed court documents.
- Performed background checks on all volunteers and new employees.

District Attorney

Delta Corporation - 2004 - 2006

Responsibilities:

- PUBLIC RELATIONS & MARKETING COORDINATOR- VICTIMS ASSISTANCE Planned and coordinated workshops for volunteers of the Victims Assistance programs .
- New York, New York Summer Internship July 2008 - August 2008 Duties included clerical work - answering telephones, transporting files to various .
- Management, evaluation, training and support of a staff of nine attorneys and support staff of 13 Fiscal Management of District Attorneys Office and .
- Professional management of extremely high-profile capital and non-capital cases in a large university setting.
- Created child-friendly interview space for youthful victims of physical and sexual abuse.
- in the enforcement of Child Support Orders by serving necessary paperwork to parties while keeping in line with all local, state and federal .
- Law Clerk Supported a team of attorneys by generating and filing motions and various court documents, assisted litigation through discovery, trial, .

Education

MBA In Management And Strategic Leadership - (Metropolitan University Of Puerto Rico South Florida Campus)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Interpersonal Skills,
Disseminate Information.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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