

## Lawyer

ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Currently seeking a challenging work placement opportunity within a dynamic firm which will offer early responsibilities, and the opportunity to develop new skills.

## Skills

Westlaw, Legal Research, Legal Writing, Microsoft Office, Excel, Word, Powerpoint, Outlook, Front Page, LexisNexis.

## Work Experience

### Lawyer

#### ABC Corporation - 2002 - 2006

- Reach and drafted pleading, research applicable state law, drafted pre trial argument memorandum and filed discovery motion with the district court.
- Worked on appeal landlord -tenant cases to the distinct court.
- Assist in representing indigent clients in workers compensation matters Practices include all aspects of State Civil Litigation.
- Formulation of strategies on Appeal, use of the Appellate record, brief writing and oral advocacy.
- Authored a variety of motions and briefs, including summary judgment, opening briefs, and briefs, motion to dismiss and for judgment of the pleading, federal and state Appellate briefs, and mediation statements.
- Experienced in managing and organizing voluminous document review projects, preparing affirmative discovery motions, experienced in taking and defending depositions.
- Significant pro bono work on behalf of indigent defendants in landlords- tenant cases.

### Lawyer

#### Rosemary Mafra Law Office - 2001 - 2002

- Lawyer since September, 12th, 2011.
- Registration number in Brazil 131.423-MG.
- Currently responsible for managing 65 processes and procedures.
- Reviewing legal documents to ensure they are in proper format and contain all the necessary paperwork for court acceptance.
- Providing clients with legal advice and support on a wide range of legal issues.
- Involved in drafting precedents and documents.
- OTHER SKILLS AND PERSONAL ACHIEVEMENTS.

## Education

LLM in Comparative Legal Studies, Immigration Law - (Pace law school - New York, NY)