

Robert Smith

Judicial Law Clerk/Analyst

PERSONAL STATEMENT

Human resources professional and attorney with human resources management, labor and employment experience.

WORK EXPERIENCE

Judicial Law Clerk/Analyst

ABC Corporation - May 2009 - October 2010

Responsibilities:

- Conducted legal research and analysis on criminal and civil issues including HIPPA.
- Prepared memoranda and recommendations regarding case dispositions.
- Prepared bench memoranda for appellate issues from District Court and Administrative Agencies.
- Provided guidance and advice to the Court as needed.
- Communicated with the public and other attorneys.
- Conducted legal research and draft memoranda on juvenile law, including dependency, delinquency, and adoption proceedings.
- Researched case law and draft decisions in federal whistleblower cases for two judges.

Judicial Law Clerk

THE HONORABLE PAUL A. HACKNER, ADMINISTRATIVE JUDGE FOR THE CIRCUIT COURT FOR ANNE ARUNDEL COUNTY - 2004 - 2009

Responsibilities:

- Conducted legal research and prepared memoranda on both civil and criminal matters.
- Drafted all orders and opinions for signature.
- Tracked and prepared all specially assigned business and technology cases, and civil files.
- Prepared memorandum and recommendations for three judge panels, and helped edit panel opinions from other Chambers.
- Responsible for recording essential case information at all oral arguments, hearings and trials.
- Assisted in court proceedings, including hearings, pre-trial conferences, and trials.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Juris Doctor in Law - 2005(Thomas M. Cooley Law School - Lansing, MI)

CONTACT DETAILS

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

SKILLS

Legal Research,
Analytical Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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