

## Legal Specialist

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

Intelligent mental health student with exceptional people skills, quick aptitude for learning, and highly motivated. Reliable, organized, driven, and personable. Knowledge and experience with principles, policies, practice concepts and regulations of mental health prevention and treatment programs. Knowledge and experience with basic therapy theories, intake and counseling techniques and their applications to individual, families, and group counseling.

### Skills

Graphic Design, Marketing, Microsoft Office, Adobe Creative Suite, Visual Arts, Document Review.

### Work Experience

#### Legal Specialist

**ABC Corporation** - June 2007 - March 2008

- Strictly adhered to standards and regulation procedures.
- Delivered prompt, accurate and excellent customer service.
- Maintained confidential information, such as pay rates, bonus targets and pay grades.
- Prepared financial and regulatory reports required by laws, regulations or boards of directors.
- Verified that information in the computer system was up-to-date and accurate.
- Identified and resolved system and account issues.
- Developed and created a more effective filing system to accelerate paperwork processing.

#### Legal Specialist

**Delta Corporation** - 2003 - 2007

- Legal specialist for the family court dealing with matters child abuse and neglect.
- Provided direct judicial support, electronic case management and trial presentation.
- Designed and maintained the family court legal database for quick electronic reference of case law, authorities lists, and monitors the progress of .
- Provided advisory memorandum and preparation of statistical reports.
- Prepare legal documents to be filed with courts.
- Supervise and train up to twelve team members.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Master of Science in Counseling and Psychology - (Troy State)