

# ROBERT SMITH

## Lead Assistant Attorney General

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

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### SUMMARY

Highly qualified Assistant Attorney General with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment.

### CORE COMPETENCIES

Microsoft Office, RainMaker, ProDoc, Accurent.

### PROFESSIONAL EXPERIENCE

#### Lead Assistant Attorney General ABC Corporation - February 2010 – August 2012

##### Key Deliverables:

- Represented the State of Texas at legal proceedings to establish, enforce and modify court orders for child support and medical support.
- Supervised establishment and enforcement staff on all aspects of the child support review process, judicial and administrative hearings and conferences.
- Reviewed pleadings and agreed & non-agreed legal orders for proper legal action and sufficiency.
- Analyzed case management needs and exercises discretion in the implementation of resolutions.
- Negotiated and prepared agreements with private attorneys and pro se litigants in resolving child support matters in dockets.
- Communicated frequently with private attorneys in determining pre-and post-hearing points of issue and resolutions.
- Successfully argued numerous bench trials for determining support obligations and enforced sentencing against defendants.

#### ASSISTANT ATTORNEY GENERAL ABC Corporation - 2005 – 2010

##### Key Deliverables:

- Litigated ten jury trials in Federal Court.
- Prepared state and federal pleadings, motions and memoranda, including summary judgment motions, in defense of prisoner claims of excessive force and challenges to adequacy of medical care, conditions of confinement, disciplinary determinations, parole denials and revocations, and temporary release denials and revocations.
- Coordinated with state prison officials and employees to investigate prisoner claims, develop defense strategies, prepare affidavits and negotiate monetary settlements.

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- Defended state agencies in Article 78 proceedings concerning civil service disputes, claims for retirement benefits, and challenges to professional license revocation.
- Prosecuted labor law violations concerning unpaid wages in Town and City Courts.
- Appeared at mental hygiene hearings in New York State Supreme Court..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

LL.M. in Banking - (FORDHAM UNIVERSITY SCHOOL OF LAW - New York, NY)

