

# Robert Smith

## Associate Assistant Public Defender

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Legal Research, Legal  
Writing, Litigation.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Represent criminal defendants in a variety of misdemeanor cases. Duties include listening to clients' version of events, educating them on the legal issues that face them, and advising them of the routes.

## **WORK EXPERIENCE**

### ***Associate Assistant Public Defender***

**ABC Corporation - October 2005 - December 2011**

#### *Responsibilities:*

- Represents criminal defendants in misdemeanor and criminal traffic matters, with a caseload of up to clients.
- Communicates with clients, judges, and prosecutors during all stages of the criminal process.
- First chair on five misdemeanor jury trials with charges ranging from Driving Under the Influence to Theft.
- Experience drafting motions and appellate briefs using the E-Filing Portal and researching a variety of legal issues.
- Advised and represented clients during initial appearances and in-jail arraignments.
- Trained in criminal defense, handling a variety of felony and misdemeanor issues over tenure.
- Possesses significant courtroom and litigation experience.

### ***Assistant Public Defender***

**ABC Corporation - 2004 - 2005**

#### *Responsibilities:*

- Orlando, FL Assistant Public Defender Represent indigents with felony, traffic, and misdemeanor criminal offenses.
- Reviewed discovery, researched case law through Lexis Nexis, and negotiated with the State Attorneys office.
- Other duties include interviewing client to determine facts of the case as well as clients past history and then presenting a legal opinion on the options or defenses available.
- Represented client through all stages of the legal process including filing/arguing motions, conducting depositions, performing trials, and preserving court records for appeal purposes.
- Awarded 5 separate raises during my 4 year tenure as a direct result of my hard work.
- Progressive advancement from misdemeanor cases up to second degree felonies..
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

J.D. - (Vanderbilt University Law School - Nashville, TN)