

Robert Smith

Senior Licensed Attorney

CONTACT DETAILS

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

PERSONAL STATEMENT

Talented and articulate Senior Licensed Attorney with over Eight years of legal experience in personal injury law, workers' compensation, domestic/family law, criminal law, general civil litigation, estate planning, landlord-tenant law, and collections/garnishments. Background in Public Relations and Non-Profit Development. Team-oriented lawyer equipped with excellent persuasion skills who communicates with both empathy and compassion while consistently exhibiting strong work ethic and the capacity to learn quickly.

SKILLS

Litigation, Depositions,
Team Management,
Notary Public, Case
Management, Client
Relationship

WORK EXPERIENCE

Senior Licensed Attorney

ABC Corporation - March 2011 - Present

Responsibilities:

- Handling general civil litigation in several areas with special emphasis on personal injury, family law, business litigation, estate planning, and workers compensation.
- Providing criminal defense for clients in municipal and circuit courts, including misdemeanor and felony trial proceedings.
- Responsible for all stages of trial preparation, including but not limited to pre-trial motions and preparation of jury instructions.
- First chair trial experience on a number of domestic and landlord-tenant matters, as well as second chair experience in more than five civil litigation trials and a felony criminal child abuse trial.
- Independently typing, formatting and editing various pleadings, discovery, motions, briefs, settlement demand packages, mediation statements, settlement agreements, and correspondence.
- Responsible for office administration and management, including but not limited to hiring and firing support staff and coordinating office advertising and technology.
- Drafting estate planning documents, including wills, powers of attorney and living trusts.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Attorney/Legal Assistant

ABC Corporation - December 2010 - August 2011

Responsibilities:

- Investigated, analyzed, and prepared assigned cases for hearings and trials.
- Interviewed clients in and out of custody, requested and inspected records and evidence.
- Prepared graphics and exhibits, made investigative requests and followed up on leads.
- Obtained and reviewed scientific results and analysis, identified and interviewed witnesses and alibis.
- Observed crime scenes, subpoena witnesses and prepared them for trial.
- Prepared clients for trial, determined the need for, procures, and

interviews expert witnesses.

- Assessed need for psychological/psychiatric evaluation of the client.

Education

MBA - (Columbia Southern University - Orange Beach, AL)Juris Doctor
- (Oklahoma City University School Of Law - Oklahoma City,
OK)Bachelor Of Science in Civil Engineering - (Rutgers University,
College Of Engineering - New Brunswick, NJ)