

ROBERT SMITH

Jr. Student Attorney

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Phone: (0123)-456-789

SUMMARY

Demonstrated ability in legal research, contracts law, and regulatory compliance. Working knowledge of healthcare laws and regulatory structure, including COBRA, FEHB, and HIPAA. Extensive experience interacting with clients and customers in a variety of settings.

SKILLS

Creative Writing, Technical Writing, Legal Writing.

WORK EXPERIENCE

Jr. Student Attorney

ABC Corporation - September 2013 – May 2014

- Consisted of providing access to legal services to indigent populations concerning all legal areas.
- Provided over 400 hours of pro-bono legal work.
- Drafted wills, advanced directives, and powers of attorney.
- Represented clients, prepared documents for trial and negotiations.
- Participated in legislative meetings, researched, drafted memoranda, and managed client relationships.
- Organized public events and marketed legal services, discussed strategy for growth of clinic law firm, and drafted concept paper for expansion of the JustAdvice Clinic.
- Gained valuable knowledge and experience in consumer debt law.

Student Attorney

Delta Corporation - 2012 – 2013

- Drafted pleadings, including a complaint and interrogatories in debt collection cases and an objection to motion to dismiss in a bankruptcy case.
- Drafted a settlement agreement in an automobile fraud case.
- Interviewed clients and provided counseling on various consumer rights issues.
- Performed legal research and wrote office memoranda.
- Drafted a reply brief and a motion to correct a void sentence on behalf of an incarcerated client
- Drafted various motions and demand letter Performed.
- With Paralegal Responsibilities) Fall 2011-Spring 2012 Represented indigent clients charged with misdemeanor offenses in the Bronx County Criminal.
- Conducted bail applications, legal research, client interviews, factual investigations, hearings on motions and discovery.

SCHOLASTICS

- Juris Doctor - 2011(UNIVERSITY OF MARYLAND CAREY SCHOOL OF LAW - Baltimore, MD)