

ROBERT SMITH

Jr. Legal Extern

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SUMMARY

Successful professional focused on talents and skills cultivated with JD and BS in Communications. Knowledge of contract law, negotiations, torts, and copyright law; demonstrated strong interpersonal relations and organizational development proficiencies via academic career highlighted by portfolio of hands-on research projects.

SKILLS

Legal Research, Legal Writing.

WORK EXPERIENCE

Jr. Legal Extern

ABC Corporation - May 2014 – August 2014

- Charged with overseeing licensing and regulation of more than 1.2 million individuals and entities on an annual basis.
- Encompassed attending administrative law hearings regarding matters including MIOHSA employer citations, workplace discrimination, safety and security, and wrongful discharge, etc.
- Followed judges ruling and resolution of hearing, reviewed the subject of case with the presiding judge, discussing parties and issues involved as well as ultimate outcome of hearing.
- Utilized information gathered from file data of past hearings to write case summaries, condensing up to 50 pages of file material into one concise summary of one-half page.
- Integrated personally-completed summaries with those written by other extern colleagues for database.
- Following hearing summary edits and approval by presiding judge, submitted summary to electronic database.
- Subsequently organized individual case incidents by keyword and in accordance with such specific topics as "asbestos," "building regulations," "electrical equipment." Dramatically improved readability and accuracy of digest by re-organizing and simplifying subject index, eliminating duplicate subjects, expanding subject categories, and separating subjects into sub-headings by actual page number.

Legal Extern

Delta Corporation - 2011 – 2014

- Criminal Justice Section, Capital Crimes Division, Columbus, Ohio (June 2013 - August 2013) State law enforcement agency responsible for addressing cases of death-row criminals convicted of capital crimes, who have made habeas corpus claims in federal court to obtain reduced sentences from death penalty to life imprisonment.
- LEGAL EXTERN Functioned in administrative support role, aiding attorneys and department supervisors needing help in handling large caseloads.

- Major portion of position focused on conducting legal research and generating specific point-of-emphasis case recommendations after performing comprehensive analysis of case facts, lower-court rulings, and outcomes.
- On occasion, visited hearings to witness oral arguments.
- Examined legal merits of each petitioners argument - that infringement of constitutional rights had occurred during initial trial, requiring waiver of death penalty court ruling - researching specific claims, juror biases, and other case components.
- Devised case history summaries - outlining case facts, procedures, appellate court holdings, and reasoning of court while highlighting individual incidents, those involved, and ultimate resolution or outcome - in preparation for habeas corpus claim response.
- Formulated basic counterarguments against one petitioners claims by researching case law cited by opposition in support of its arguments, summarizing oppositions position, and stating how case law was distinguishable from case at hand.

SCHOLASTICS

- Bachelor's in Research - (Michigan State University College of Law - East Lansing, MI)