

ROBERT SMITH

Judicial Law Clerk/Representative

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Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which company prides.

DECEMBER 2008 - MAY 2011

JUDICIAL LAW CLERK/REPRESENTATIVE - ABC CORPORATION

- Focused on the Administrative Appeals that were assigned to my courts docket.
- Reviewed files and writing Administrative Appeal Orders.
- Spanned appeals from various agencies throughout the state including the Department of Health and Human Resources.
- Worked closely with my judge during trials, assisting with jury instructions and rules of evidence.
- Completed widespread research on laws and cases.
- Review judicial orders and notices before distribution or submission.
- Particularly adept at prosecuted sex crimes against children and adults.

2003 - 2008

JUDICIAL LAW CLERK - ABC CORPORATION

- Assisted Supreme Court Justice by providing legal research, legal analysis, and drafting memoranda and Court Opinions.
- I was able to take all of these responsibilities into my care, and the quality of my work allowed the Justice to trust my work and simply review it in order to meet with other Justices in deciding cases before the court.
- The Justice I worked for came to trust my work and opinions to the point that he often used them as his own without questioning me or my reasoning.
- Skills Used Extensive use of computers to perform legal research, word processing, email, and other similar tasks.
- Top quality legal analysis.
- Ability to discern and understand the applicable law, apply it correctly to the facts of each case, and to write memoranda and official opinions drawing conclusions as to the appropriate outcome.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Juris Doctor in Accumulative - (Thomas M. Cooley Law School - Lansing, MI)

SKILLS

Analytical Skills, Critical Thinking.