

# ROBERT SMITH

## Asst. Judicial Law Clerk

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### SUMMARY

Energetic, detail-oriented person with tremendous organization skills, also have outstanding written and verbal communication skills.

### CORE COMPETENCIES

Legal, Contracts, Management.

### PROFESSIONAL EXPERIENCE

#### Asst. Judicial Law Clerk

**ABC Corporation - October 1999 – August 2001**

##### Key Deliverables:

- Advised District Court judges on various legal issues that come before the Court.
- Drafted and prepared orders and written legal memoranda for the judges of the District Court.
- Served as a research attorney for all Douglas County District Court judges.
- Performed general legal research for judges outside Douglas County when requested by a Douglas County District Court judge.
- Prepared written legal memoranda for the Deputy Court Administrator.
- Worked with Law Librarian/Research Coordinator on District Court research projects.
- Appointed to serve as bailiff for grand jury investigation by presiding judge.

#### Judicial Law Clerk

**ABC Corporation - 1998 – 1999**

##### Key Deliverables:

- Assist the Judge with all facets of her court calendar, including bankruptcy/restructuring cases and adversary proceedings.
- Conduct legal research.
- Draft bench memos, orders, and opinions.
- Review plans, pleadings, motions, oppositions, and responses.
- Recommend rulings.
- Assist with and attend all courtroom hearings.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

J.D. in Applicable To State Taxation - (CREIGHTON UNIVERSITY SCHOOL OF LAW  
- Omaha, NE)

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