

Robert Smith

Asst. Attorney General

PERSONAL STATEMENT

Associate Attorneys handle the same responsibilities as the other attorneys in a law firm, such as performing legal research, writing briefs, and arguing cases in court.

WORK EXPERIENCE

Asst. Attorney General

ABC Corporation - October 1997 - May 2002

Responsibilities:

- Supervised social security support staff consisting of three members.
- Litigated workers compensation and unemployment compensation hearings.
- Prepared pleadings and assisted in trial preparation for civil litigation cases.
- Met with clients and communicated with them regarding their cases.
- Represented clients in foreclosure defense proceedings.
- Attended hearings and trials as well as trying to negotiate with the lenders.
- Advised and counseled clients on a variety of legal issues, including bankruptcy.

Attorney General

Delta Corporation - 1994 - 1997

Responsibilities:

- Conducted and oversaw all aspects of residential real estate division from client intake and property inspections to negotiations and closing proceedings.
- Researched variety of issues including, but not limited to, personal and corporate bankruptcy, residential and commercial real estate, and family law.
- Interviewed clients regarding asset determination for purposes of divorce proceedings.
- Assisted client in petitioning court for assessment of incompetence and granting of guardianship in matter involving a special needs minor.
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Education

BS

CONTACT DETAILS

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

SKILLS

Technical Skills,
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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