

## Student Attorney

ROBERT SMITH

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### Objective

As a self-starter and quick learner, have a versatile skill set with experience in small business finance, administration, legal representation and counsel including civil litigation, with excellent written and oral communication. Dedicated to community service and business development.

### Skills

Trial Advocacy, Appellate Advocacy, Legal Research, Legal Writing.

### Work Experience

#### Student Attorney

**ABC Corporation** - May 2008 - May 2009

- Conducted multiple civil case assignments with responsibility for fact-finding investigations, legal research, planning, organizing case plans to ensure resolution of multiple legal issues and projects over a period of several months.
- Interviewed people by telephone and in-person, discussed sensitive information with others, obtained documentary and testimonial evidence.
- Exercised tact and discretion in gaining the cooperation and confidence of others, gathering information individuals were sometimes reluctant to give.
- Conducted interviews to elicit relevant facts, carefully listening to individuals to identify and understand legal issues.
- Located respondents and witnesses for purposes of interviewing and service of legal documents.
- Interacted with people from different ethnic/cultural backgrounds, adjusting communication accordingly, communicated complex legal information through the use of language interpreters.
- Performed logical/objective analysis and evaluation of facts, evidence and related data; distinguishing relevant and irrelevant information and detecting discrepancies.

#### Student Attorney

**Delta Corporation** - 2006 - 2008

- Conducted client interviews, assessed in-take forms for eligibility, and was the clients primary contact regarding the case Drafted pleadings.
- TRO; motion to extend time to respond to discovery, for continuance, to modify judgment, to enforce, to show cause, for contempt, to withdraw as.
- April 2015 Interview clients to determine what their needs, construct a plan of action, approved by the supervisor, and execute.
- Draft trademark and copyright applications, respond to office actions, research infringement, send takedown notices.
- Marys University Center for Legal and Social Justice assists low-income taxpayers in resolving their income tax disputes with the IRS.
- Student attorneys for the Center resolve IRS disputes including establishing Currently Not Collectable status, innocent spouse relief, advocating.

- Represented indigent clients throughout their cases including (i) individual and joint chapter 7 bankruptcy, (ii) divorce, (iii) child custody, and (.

## Education

MBA in Business/Leadership - 2016(Liberty University)