

ROBERT SMITH

Litigation Attorney/Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Solutions-focused, accomplished attorney with experience providing strategic legal advice and support in public and private sectors. Proven ability to conduct legal research, analysis,.

CORE COMPETENCIES

Problem Solving Skills, Organized.

PROFESSIONAL EXPERIENCE

Litigation Attorney/Representative

ABC Corporation - May 2011 – January 2014

Key Deliverables:

- Attained win rate in hundreds of bench trials throughout the State of Florida as the first chair.
- Orchestrated set-up and opening of the firm, including forming internal and external policies and procedures as well as establishing file intake procedures.
- Streamlined the legal process by drafting mergeable documents to include complaints, responses to affirmative defenses, and typical foreclosure motions.
- Litigated real estate files, reviewing and correcting title issues, drafting complaints and pleadings, and attending hearing and mediations.
- Continually transferred problem files, cases, and appeals due to the ability to think outside the box, legal competence, and high achievements.
- Maintained a large client base by providing superior customer service, legal prowess, and efficiency.
- Developed and managed the process of preparing and monitoring title claims.

Litigation Attorney

CICCARELLI LAW OFFICE - 2006 – 2011

Key Deliverables:

- Represented clients in personal injury, criminal and family law matters.
- Key Accomplishments Represented clients in trials, mediations, arbitrations, and hearings.
- Drafted pleadings, motions, and settlement documents, interviewed clients, conducted legal research, and negotiated settlements.
- Created discovery documents, i.e.
- interrogatories, and requests to produce documents.
- Prepared clients for and conducted depositions of lay and expert witnesses.
- Created and organized case management system for personal injury claims..

EDUCATION

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- MA in International Business Law - March 2014(London School of Business and Finance - London, OH)