

ROBERT SMITH

Asst. Student Attorney

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Attorney with experience analyzing and resolving legal issues relating to employment and business operations. Thinks critically and makes clear, well-reasoned, and timely decisions.

AUGUST 2014 - MAY 2015

ASST. STUDENT ATTORNEY - ABC CORPORATION

- Included client representation, research/ investigation, and legal writing.
- Conducted policy work and participated in outreach presentations.
- Prepared and submitted affidavits, documentary evidence, briefs in support of asylum, and other court documents, responded to requests from USCIS.
- Prepared and participated in settlement negotiations and mediations.
- Received USCIS approval for a petition of the derivative status of an immigrant family member.
- Developed better case file organization and prioritization.
- Conducted legal research and preparation for a public hearing regarding the license renewal of an Ameren power plant.

2012 - 2014

STUDENT ATTORNEY - DELTA CORPORATION

- Assisted with the formation of a non-profit organization and limited liability company.
- Interviewed clients regularly about any business-related legal issue, including organization formation, contracts, and property division.
- Worked closely with a non-profit organization, which specialized in sustainable agriculture and helped with lease agreements as related to the.
- BAR ADMISSIONS California - Pending.
- Investigate claims of innocence for prisoners Research and draft pleadings and briefs for post-conviction hearings Interview prisoners, witnesses.
- Assisted and advised clients on entity operation and maintenance Researched, reviewed, and drafted client memoranda, contracts, and governance.
- Worked in the Income Maintenance Unit assisting clients in obtaining unemployment benefits.

EDUCATION

Juris Doctor - (American University Washington College of Law - Washington, DC)

SKILLS

Litigation, Microsoft Office, Analytical.