

Robert Smith

Asst. Litigation Attorney

PERSONAL STATEMENT

Seeking a position as a Contract Administrator, Project Controls Specialist or Office Manager for oil and gas pipeline construction.

WORK EXPERIENCE

Asst. Litigation Attorney

ABC Corporation - February 2012 - April 2014

Responsibilities:

- Represented plaintiffs in personal injury matters such as breach of contract, medical malpractice, premises liability.
- Independently managed a docket of active litigation cases.
- Researched and investigated complex legal issues.
- Defended and took witness and expert depositions.
- Represented clients in mediations using PowerPoint presentations.
- Litigated civil cases; filed lawsuits, pleas, and motions.
- Argued before the Court in various proceedings.

Litigation Attorney

ABC Corporation - 2010 - 2012

Responsibilities:

- Represented foreign and domestic companies in high exposure civil litigation matters in court and during mediation.
- Responsible for case management which included effectively managing my caseload of over forty (40) cases on a daily basis.
- Managed all aspects of litigation, including but not limited to, fact investigation and development, discovery and trial preparation.
- Written communications included, but were not limited to, drafting and filing responses, motions and briefs, drafting and responding to correspondence with clients and opposing counsel, drafting status reports and case assessments, preparing litigation case budgets, and preparing presentations.
- Provided case evaluations and recommendations to clients.
- Served as client contact and liaison with expert witnesses.
- Participated in diversity initiatives within the firm..

Education

Juris Doctorate - (William Mitchell College of Law - Saint Paul, MN)

CONTACT DETAILS

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

SKILLS

Management,
Organization Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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