

# Robert Smith

## *Student Attorney II*

### PERSONAL STATEMENT

Motivated professional with demonstrated ability in a positive, commercial, and practical manner, to identify, prioritize, and resolve issues quickly and effectively. Flexible with managing multiple wide-ranging matters, conflicting deadlines, and new areas of expertise as business needs change. Proven ability and commitment to work both independently and collaboratively with numerous people at all levels while providing the highest level of service.

### WORK EXPERIENCE

#### ***Student Attorney II***

**ABC Corporation - January 2015 - April 2015**

##### *Responsibilities:*

- Compiled, drafted, and presented case research.
- Involved throughout the case process - from initial intake, through hearing in Landlord-Tenant HUD dispute.
- Prepared case briefs and summarized testimonies.
- Located and developed case-relevant information.
- Represented clients in court as a Student Attorney.
- Negotiated settlements for legal disputes.
- Advised clients on their case and followed up weekly.

#### ***Student Attorney***

**Delta Corporation - 2011 - 2015**

##### *Responsibilities:*

- Effectively assisted and managed complex International Family Rights Law and Divorce cases.
- Represented and advised injured clients on their case and followed up weekly.
- Handled all aspects of communication with clients and witnesses.
- Conducted thorough investigations.
- Located and developed case relevant information.
- Assisted with drafting and implementing policies and procedures.
- Provided managerial and administrative support to enhance office effectiveness.

### Education

Legal - (Syracuse University College of Law)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Relativity, Westlaw Next,  
and Lexis Nexis.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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