

ROBERT SMITH

Certified Legal Intern/Consultant

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

SUMMARY

Accomplished four-year military veteran, Navy, pursuing a career in the legal field. Desires employment as a Legal Assistant/Secretary after completing the Master of Science in Legal Studies program with a focus in criminal law .

CORE COMPETENCIES

Legal Research, Legal Terminology, Teamwork, Office Administration.

PROFESSIONAL EXPERIENCE

Certified Legal Intern/Consultant

Veterans Legal Clinic, University - June 2016 – 2020

Key Deliverables:

- Assisted veterans with disability appeals, for-profit education disputes, and discharge upgrades.
- Provided high quality service preparing client forms and legal documentation for the VA and related organizations to file with the participating discretionary review board or preceding board of appeal.
- Created procedural arguments for the clients matter to determine if it is improper or inequitable.
- Exercised and executed client intake, answering questions and giving appropriate information during the initial meeting and progression of the clients case.
- Familiar with LexisNexis and West Coast Law research databases, legal processes and procedures.
- Daily administered including client documentation, file management, writing memos and letters.
- Part of an elite team of five Legal Interns at the Veterans Law Clinic.

Certified Legal Intern

Delta Corporation - 2011 – 2016

Key Deliverables:

- Argued hearings on motions to dismiss and motions for summary judgment.
- Represented the juvenile dependency cases more specifically adjudicatory hearings, disposition hearings and arraignment.
- Provided legal advice & technical assistance to child protective investigators & case managers in child welfare cases.
- Represented the Commonwealth in Criminal Proceedings Provide legal research for various memos and motions.
- Conducted legal research and wrote a memo supporting appellate brief on foster care case.
- Represented children in foster care.

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- Represented indigent clients at court proceedings.

EDUCATION

- Master of Science in Legal Studies in Criminal Law - 2015(University of San Diego School of Law - San Diego, CA)