

Robert Smith

Associate Judicial Law Clerk

PERSONAL STATEMENT

Attorney licensed in PA with five years workers' compensation experience and strong background in general litigation matters including personal injury, civil rights, unemployment compensation.

WORK EXPERIENCE

Associate Judicial Law Clerk

ABC Corporation - September 2010 - August 2011

Responsibilities:

- Communicated with assistant prosecutors and defense attorneys to prepare for motion hearings and trials.
- Researched and analyzed briefs and prepared drafts of judicial decisions, orders, and memoranda of law for the Judges review.
- Drafted and forwarded correspondence on behalf of the Court.
- Acted as a mediator to resolve matters filed before the Special Civil Division.
- Interviewed claimants, agents, and witnesses to obtain and clarify information about disputed issues.
- Identified concerns and employed mediation and negotiation techniques to facilitate communication between disputants.
- Analyzed evidence and assess the strengths and weaknesses of each partys case.

Judicial Law Clerk

ABC Corporation - 2008 - 2010

Responsibilities:

- Assisted the Honorable Robert B.
- Coonin and Honorable Arlene Minus Coppadge in drafting judicial opinions regarding divorce, custody, termination of parental rights, and other areas of family law.
- Conducted legal research and composed other memorandums of law regarding family law issues.
- Calculated interim and permanent alimony and child support obligations.
- Reviewed appeals from Commissioners orders.
- Flagged statutorily noncompliant Termination of Parental Rights, Permanent Guardianship, and Adoption petitions on behalf of the justices.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master of Public Administration in Public Administration - (University at Albany, State University of New York - Albany, NY)

CONTACT DETAILS

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

SKILLS

Technical Skills, Problem Solving Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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