

ROBERT SMITH

Sr. Legal Extern

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

SUMMARY

Worked as a Legal Extern. Experience in editorial writing, biographical writing, travel writing, technical writing, and critical reviewing; published texts have appeared in books, magazines, CD liner notes, and on high-traffic websites.

CORE COMPETENCIES

Microsoft Office Suite, Westlaw, LexisNexis, Ohio Casemaker.

PROFESSIONAL EXPERIENCE

Sr. Legal Extern

ABC Corporation - 2015 – 2015

Key Deliverables:

- Conducted WestlawNext research regarding caselaw precedent, civil codes and local court rules; how and under what circumstances various motions are to be filed; and other matters relevant to cases being handled by the firm.
- Completed lawsuit filing forms (Summons, Civil Case Cover Sheet and Addenda, Form Complaint, and Causes of Action forms).
- Composed Office Memoranda involving in-depth analysis of caselaw precedent.
- Composed Demand letters and Meet & Confer letters.
- Composed objecting responses to opposing counsels Requests to Produce.
- Composed sets of Special Interrogatories.
- Conducted research via WestlawNext on precedential caselaw and co-authored an Opposition to opposing counsels Motion to Be Relieved from Admission.

Legal Extern

Delta Corporation - 2009 – 2010

Key Deliverables:

- During curriculum required work experience, acted as office law clerk drafting various documents including complaints, motions, and discovery .
- Case subject matter included probate estate disputes, real property transactions, domestic relations, and juvenile criminal proceedings.
- Jason Howard, Esq, 4130 Linden Avenue Suite 304, Dayton, OH 45432; Phone [].
- Responded to critical legal issues, drafted technology contracts, performed IT tasks for department, worked with donors and stakeholders to resolve .
- Conducted legal research and prepared written assignments for prosecutors, attended hearings, trials and closing arguments, input of case information .
- Performed legal duties under the supervision of a Delaware attorney and managed various projects as assigned.
- Researched and wrote recommendations on matters related to personal injury, real estate, and business.

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EDUCATION

- Juris Doctor in Law - (Concord Law School)