

ROBERT SMITH

Jr. Attorney At Law

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Effective Use of Legal Background and Communication Skills in a Virtual Environment. Attorney At Law Advisor is responsible for providing legal advice in legal practice areas within the Office. Legal practice areas include Freedom of Information Act and Open Meetings Act compliance, and affirmative civil litigation.

SKILLS

Extensive Knowledge Of Legal Terminology, Research.

WORK EXPERIENCE

Jr. Attorney At Law

ABC Corporation - January 2005 – August 2006

- Studied Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases.
- Selected jurors, argued motions, met with judges and questioned witnesses during the course of trials.
- Gathered evidence to formulate defenses and to initiate legal actions, by such means as interviewing and taking the depositions of clients and witnesses to ascertain the facts of a case.
- Supervised law clerks, associate attorneys, and legal assistants.
- Prepared legal briefs and opinions, and file appeals in state courts of appeal.
- Prepared and drafted legal documents, such as wills, deeds, mortgages, leases, and contracts.
- Supervised staff employees, scheduled work hours, resolved conflicts, determined salaries.

Attorney At Law

Delta Corporation - 2000 – 2005

- General Law Practice; Trial attorney, Law School, and High School teacher.
- WORKERS COMPENSATION (Applicant attorney) - covering LAO, MDR, ANA, POM, LBO, SDO, VNO, RIV, BAK - lien negotiation, MSC, trials.
- al aspects of WC cases, high volume load.
- Employment law, Immigration law, bankruptcy(chapters 7 and 13), criminal law, real estate transactions, Landlord/tenant; personal injury.
- n Drafted memoranda and client letters daily n Researched case law for the attorneys upcoming cases n Drafted and electronically filed motions and.
- Assisting ACTEC Fellow with 80% Complex estate planning and administration.
- Includes the formation and funding of GST Trusts, entities that qualify for valuation discounts, ILITs, IRA Trusts, the intentionally defective grantor.

SCHOLASTICS

- J.D. - (Baylor University School of Law - Waco, TX)