



# ISABELLA CLARK

Assistant Judicial Intern

✉ support@qwikresume.com

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📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Legal Research Proficiency



Cultural Competence



Professionalism



Adaptability



Legal Research



Document Review



## INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

## STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

## LANGUAGES



English



Dutch



Swahili

## ACHIEVEMENTS

★ Successfully drafted over 30 legal memoranda, contributing to case outcomes.

★ Conducted comprehensive legal research that supported judicial decisions in bankruptcy cases.

## PROFESSIONAL SUMMARY

A motivated legal professional with five years of experience in judicial support and legal research. Skilled in drafting legal documents, conducting thorough case analyses, and assisting judges in court proceedings. Committed to enhancing the judicial process through meticulous attention to detail and collaboration with legal teams. Ready to leverage my expertise to contribute effectively to judicial operations.

## WORK EXPERIENCE

### Assistant Judicial Intern

📅 May / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Assisted Honorable Ariel E. by drafting legal memoranda and reviewing appeals.
2. Reviewed discovery materials and organized evidence for trial.
3. Regularly observed appellate proceedings to gain insights into judicial decision-making.
4. Conferred with the Judge regarding various matters before the court to provide informed support.
5. Maintained detailed notes and summaries of case developments for future reference.
6. Participated in legal research projects on various topics as assigned.
7. Facilitated communication between judges and legal teams for effective case management.

### Judicial Intern

📅 May / 2020-May / 2021

Crescent Moon Design

📍 Portland, OR

1. Supported Honorable Dorothy T. Eisenberg, Senior Bankruptcy Judge, through comprehensive legal research.
2. Drafted memoranda on chapter 7 and chapter 11 bankruptcy proceedings, enhancing case preparation.
3. Reviewed motions and legal memoranda to assist in judicial review processes.
4. Collaborated closely with judicial clerks for efficient calendar management and updates.
5. Attended weekly bankruptcy court proceedings to observe and understand court dynamics.
6. Prepared detailed summaries of case law relevant to ongoing proceedings.

## EDUCATION

### Bachelor of Arts in Political Science

📅 May / 2019-May / 2020

University of Springfield

📍 Portland, OR

Focused on legal studies, research methodology, and public policy analysis.