

# Robert Smith

## Lead Junior Associate

### PERSONAL STATEMENT

5+ years of management assistance in conducting daily operations in retail and financial environments. Skilled in handling customer and business transactions and communications. Experience in auditing cash from daily transactions and filing financial compliance. Interested in operations management and Corporate Finance.

### WORK EXPERIENCE

#### Lead Junior Associate

ABC Corporation - September 2014 - March 2016

##### Responsibilities:

- Remotely produced newsletters for Geoskope website that include summaries of and links to articles pertinent to energy developments in Mexico.
- Litigated cases before the Jordanian Magistrate court and the Jordanian court of First instance Assisted in counseling major electric power .
- Requested all relevant documents from clients and file them at the above mentioned governmental authority Drafted split formatted.
- Assisted in the design and creation of direct mail pieces Proofing reports, direct mail pieces, scripts, and email blasts Use PDI to create phone bank .
- Wrote and edited press releases, reporter correspondence, and activity reports.
- Coordinated, assembled, and distributed press releases and press kits to national and local news organizations from reporter database.
- Supervised junior staff and temporary employees.

#### Junior Associate

Delta Corporation - 2009 - 2014

##### Responsibilities:

- Athens, Greece Worked on cases concerning Public and Private Law, Criminal Law, Commercial Law and Intellectual Property Law.
- Analyzed complex legal issues and drafted legal memoranda.
- Presented research findings to partners and senior attorneys.
- Appeared regularly before the Court of First Instance after in depth preparation on cases.
- Performed research on world trade law issues in a number of significant national cases on International Trade Law violations.
- Worked on Constitutional Law cases and conducted comparative legal analysis of the constitutional framework in different E.U.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Juris Doctor in Journal of Law - (Wayne State University Law School - Detroit, MI)

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

C++, Java, PHP, Matlab,  
ROS.

### LANGUAGES

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

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

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

