

# Robert Smith

## Law Library Assistant

### PERSONAL STATEMENT

Dynamic Law Library Assistant who takes on complex assignments and meticulously meets deadlines while delivering superior performance. Possesses the necessary knowledge in managing and leading others while accomplishing goals. Applies analytical skills to reduce company expenditures and introduces green initiatives.

### WORK EXPERIENCE

#### **Law Library Assistant**

**ABC Corporation - March 1999 - August 2003**

##### *Responsibilities:*

- Worked independently for a legal filing service with clients such as Blue Cross Blue Shield of Florida and Winn Dixie.
- Update their law books so the lawyers had the most current information.
- Physically exchanged old pages for new, communicated with publishers as needed and was a liaison between these libraries and Sharp Information Services.
- Because of the independent nature of my job, I was required to keep a log of each publication I updated and the amount of time it took to update it.
- Organized and circulated patent documents and research materials.
- Created and distributed specialized reports to meet attorneys needs.
- Performed a variety of clerical duties as assigned including the pickup and sorting of mail.

#### **Law Library Assistant**

**Delta Corporation - 1998 - 1999**

##### *Responsibilities:*

- Assist with legal research (via Lexis Nexis & other sources); Drafted, prepared & reviewed numerous legal documents; Provided informal legal advice.
- Law Librarian Assistant Performed a variety of clerical duties Maintains and records logs Customer service .
- Organized various assortments of reference books along with disposing outdated books and adding newer versions within the law library.
- Used Westlaw, Lexis/Nexis, and the Internet, to perform legal research.
- Reviewed and interpreted various laws and regulations.
- Performed basic legal research involving issues such as international trade, and taxation matters.
- Conducted in-depth research related to patents, dockets and articles.

### Education

MS

### **CONTACT DETAILS**

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

### **SKILLS**

Computer Skills, Creative Skills.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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