

# Robert Smith

## Volunteer Law Clerk

### **CONTACT DETAILS**

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

### **SKILLS**

Planning, Service  
Assistant.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Volunteer Law Clerk is Preparing mail for designated mail routes as needed by bundling mail by the department and arranging bundles by delivery location. Breaking own and sort all packages and mail received from campus for redistribution via intercampus mail or posting according to the following categories: express, registered, certified, insured, small parcel packages (UPS, Federal Express, DHL) or other service requirements, mail with postage already applied, mail that requires postage application and chargeback and transfers small parcel packages and shredding to Shipping & Receiving using the internal tracking software.

## **WORK EXPERIENCE**

### ***Volunteer Law Clerk***

**SAN FERNANDO LEGAL SELF-HELP CENTER, San Fernando Valley, CA -**

**September 2014 - 2022**

#### *Responsibilities:*

- Tracked incoming mail (according to type of mail) for monthly totals.
- Prepared outgoing mail for USPS pickup by separating all mail by department and account number, selects mail classification (stamping/marking as required) in postage accounting system.
- Used digital postage meter and/or computer accounting/mail management system and an electronic scale to determine the amount of postage needed and charges appropriate department account number in computer accounting/postage management system.
- Reviewed USPS Customs and Special Service forms prepared by sending department for accuracy and completeness by using USPS guidelines.
- Prepared mailings/shipments according to client and USPS requirements and/or description and weighs international mail and completes the courier forms by following mailroom guidelines.
- Communicated with university departments at times to ensure the most effective shipping method is utilized.
- Educated clients on other USPS available options to save departments time and money.

### ***Volunteer Law Clerk***

**Delta Corporation - 2014 - 2014**

#### *Responsibilities:*

- Participated in off-site client intake clinics to provide legal services to legal aid clients Developed and implemented an immigration law clinic.
- New Orleans, Louisiana Research and write legal memoranda on topics including competency hearings, sentence reductions, federal fraud .
- Drafted Opposition for Defenses Motion to Quash and coordinated with the Louisiana Attorney Generals Office on convicted felons in possession of a .
- Performed title searches while collecting and abstracting information for proposed legislation.
- Performed policy and legal research to support future legislation on real

estate issues.

- Volunteered as a law clerk at the local legal services offices while awaiting the approval of funding for a position as the Reginald Heber Smith .
- A prior commitment to O.L.A.

## **Education**

MS