

PROFESSIONAL SUMMARY

Detail-oriented Associate Attorney with 4+ years of experience in civil litigation and contract law. Proven track record of successfully managing complex cases, drafting persuasive legal documents, and providing strategic legal counsel. Adept at collaborating with clients and colleagues to achieve favorable outcomes.

EDUCATION

2016 - 2020

Bachelor of Arts in Political Science

University of Illinois at Urbana-Champaign / Urbana, IL

- Graduated Magna Cum Laude.
- Conducted an independent research project on civil rights law, presented findings at the annual undergraduate research conference.

SKILLS

- Legal Research and Writing Expert
- Civil Litigation Expert
- Contract Negotiation and Drafting Expert
- Client Counseling Expert
- Case Management Expert
- Legal Strategy Development Expert

COURSES

2020

Illinois State Bar License

LANGUAGES

- English (Native)
- Spanish (Fluent)

EXPERIENCE

2020 - Now

Associate Attorney Smith & Johnson LLP

- Represent clients in over 50 civil litigation cases, including contract disputes, personal injury claims, and real estate issues, resulting in a 75% favorable verdict rate.
- Draft and file legal documents, including motions, briefs, and discovery requests, for high-profile cases involving multi-million-dollar claims.
- Assist in the negotiation and drafting of settlement agreements, contributing to a 30% reduction in trial durations and overall litigation costs for clients.
- Conduct legal research and prepare detailed memoranda on complex legal issues, aiding senior attorneys in shaping case strategies and arguments.

2019 - 2019

Legal Intern

- Assisted in preparing case materials and organizing evidence for a high-stakes federal court case, leading to a successful outcome for the client.
- Prepared legal briefs and drafted correspondence under the supervision of senior attorneys, which contributed to a streamlined and efficient legal process.
- Observed and participated in client consultations, gaining firsthand experience in legal strategy and client relationship management.

PROFESSIONAL AFFILIATIONS

2023 - Now

Illinois State Bar Association

Member

2021 - 2023

Chicago Bar Association

Member