



PROFESSIONAL SUMMARY

Detail-oriented judicial law clerk with experience in legal research, case analysis, and drafting judicial opinions. Adept at managing case dockets, reviewing motions, and assisting with courtroom proceedings. Strong analytical and writing skills with a commitment to supporting judicial decision-making and ensuring procedural accuracy.

EDUCATION

Juris Doctor (J.D.)

Northwestern University Pritzker School of Law
Chicago, IL | 2022

Bachelor of Arts in Political Science

University of Illinois at Urbana-Champaign
Urbana, IL | 2019

Certifications

- Licensed to practice law in Illinois | 2023
- Westlaw & LexisNexis Certified Legal Researcher | 2022

SKILLS

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| Legal research & writing | Expert |
| Case law analysis | Expert |
| Drafting judicial opinions | Expert |
| Courtroom procedures & trial preparation | Expert |
| Motion review & legal brief analysis | Expert |
| Case docket management | Expert |
| Confidentiality & discretion | Expert |
| Time management & organization | Expert |

EXPERIENCE

2022 - Now

Judicial Law Clerk
Illinois Circuit Court | Chicago, IL

- Conduct comprehensive legal research and draft detailed memoranda on civil and criminal law matters, ensuring judges have thorough case analysis before hearings.
- Assist the judge in drafting well-reasoned judicial opinions by reviewing case files, statutes, and precedents, ensuring legal accuracy.
- Manage case dockets, monitor deadlines, and prepare hearing schedules to streamline courtroom operations and maintain efficiency.
- Review and summarize motions, pleadings, and legal arguments to provide judges with clear, concise assessments of case developments.

2021 - 2022

Legal Intern
Cook County State's Attorney's Office | Chicago, IL

- Assisted in trial preparation by drafting motions, case summaries, and legal memoranda, ensuring attorneys had accurate legal references.
- Conducted extensive case law research and analyzed legal precedents to support prosecutorial strategies.
- Observed court proceedings, including criminal trials and motion hearings, to gain insight into courtroom procedures and litigation strategies.
- Assisted in witness preparation by reviewing testimonies and preparing relevant legal documents for trial presentations.

PROFESSIONAL AFFILIATIONS

- Member, Illinois State Bar Association
- Member, American Bar Association