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## Assistant District Attorney Resume

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### Job Objective

Seeking an opportunity to become a valued member of your company by practicing my skills as Assistant District Attorney to their fullest potential.

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### Highlights of Qualifications:

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- Huge experience in the prosecution of complex criminal and civil cases
  - Wide knowledge of criminal law and procedure
  - Familiarity with county, state, and federal civil and criminal litigation
  - Ability to perform complex criminal legal work and research
  - Ability to handle complex criminal and civil cases
  - Ability to analyze facts and apply legal precedents
  - Ability to use appropriate software to perform professional legal work
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### Professional Experience:

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Assistant District Attorney

York County District Attorney, Windsor Mill, MD

August 2007 – Present

- Developed departmental policies, procedures, goals, and objectives.
- Supervised the activities of the criminal division.
- Selected, trained, supervised subordinate personnel.
- Performed a variety of complex professional legal research.
- Reviewed complaints submitted to the office.

Assistant District Attorney

Elko County District Attorney, Windsor Mill, MD

May 2004- July 2007

- Investigated, prepared and prosecuted misdemeanor cases.
  - Researched and examined the relevant law and codes in each cases.
  - Advised and counselled both civilian and police witnesses in preparation for trial and pre-trial hearings.
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### Education:

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Bachelor's Degree in Political Science

Saint Ambrose University, Davenport, IA

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