
Education Attorney Resume

Job Objective

To work and practice my knowledge as Education Attorney and add to my overall experience by becoming a valued member of growing company.

Highlights of Qualifications:

- Proficient with Microsoft Office products (Excel, PowerPoint, and Word)
 - Ability to understand and interpret the laws of countries, states, and municipalities
 - Excellent communication skills
 - Strong organizational skills and Detail-oriented
 - Ability to work individually with a great deal of self direction
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Professional Experience:

Education Attorney
Hasbro Inc., Lonsdale, MN
August 2007 – Present

- Gathered evidence and assists in researching issues for the Special Education Unit.
 - Prepared preliminary reports and recommended pertaining to cases.
 - Recommended settlement of special education claims.
 - Prepared follow-up and other reports and maintains appropriate records.
 - Maintained appropriate records on cases filed for impartial hearings.
 - Prepared preliminary reports, statistical data and recommendations pertaining to cases.
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Education:

Bachelor's Degree in Law
Bismarck State College, Bismarck, ND

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