
Law Clerk Resume

Job Objective

To obtain a Law Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Law Clerk, May 2004 – Present
Valley National Bancorp, Sarasota, FL

- Managed to maintain standard documents on internal website to ensure that the company and field have access to the most up to date documents.
- Performed legal research including usage of automated research services.
- Coordinated with internal and external legal staff on various projects and gathered information from clients and others.
- Escalated issues requiring attorney involvement and performed general court run duties to courthouses as necessary.
- Assisted attorneys in brief and opinion writing; depositions and trials; prepared draft memos; and drafted pleadings and motions.
- Gathered and compiled updated information and procedures in use.

Law Clerk, March 2002– April 2004
Assurant, Sarasota, FL

- Performed complex legal research; screened documents for privilege.
 - Prepared draft legal documents.
 - Assisted attorneys with all phases of litigation and performed legal research utilizing both written and electronic sources.
 - Assisted attorneys in brief and opinion writing; and drafted memos, pleadings and motions.
 - Gathered and compiled facts and relevant case information.
 - Assisted with regular modifications and updated existing standard documents.
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Summary of Qualifications:

- Deep knowledge of legal terminology
 - Uncommon passion for law
 - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
 - Excellent ability to perform duties such as filing, typing, faxing and answering phone
 - Immense ability to compose and produce reports, documents and related material
 - Good knowledge of applicable laws, rules, regulations and policies and procedures
 - Typing speed of 50 W.P.M
 - Good oral and written communication skills
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Education:

Associate Degree in Paralegal Studies, Owens Community College, Perrysburg, OH

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