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## Staff Attorney Resume

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### Job Objective

To obtain Staff Attorney position with an organization that has a stable environment.

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### Highlights of Qualifications:

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- Ability to maintain effective working relationships with all levels of the organization
  - Ability to plan and prioritize work
  - Ability to use logic and reason to identify problems
  - Ability to evaluate options and implement solutions
  - Ability to work effectively in a fast-paced, diverse legal environment
  - Strong analytical, interpersonal and organizational skills
  - Familiarity with Westlaw, and other legal programs
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### Professional Experience:

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Staff Attorney  
UnitedHealth Group, Altoona, PA  
August 2007 – Present

- Supervised and trained advocates and volunteers in the Staff Attorney's areas of practice and expertise.
- Conducted community education presentations and attended staff community outreach programs.
- collaborated with legal professionals from other agencies and firms.
- Assisted in the development of reports for funding agencies as needed.

Staff Attorney  
Dovenmuehle Mortgage, Inc., Altoona, PA  
May 2004- July 2007

- Prepared motions and responsive pleadings for filings with the court.
  - Managed caseload of collection files and determine appropriate action.
  - Reviewed and approved accounts for suit.
  - Researched legal issues as directed by senior attorneys and management.
  - Drafted, reviewed and signed pleadings to be filed with court.
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### Education:

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Bachelor's Degree in Legal Studies  
Gaston College, Dallas, NC

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