
JUSTINE MCGOVERN

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LAWYER

SUMMARY OF QUALIFICATIONS

- ✦ Distinguished analytical skills. Logically consider problems from all sides and use data and facts to support decisions. Complete reports accurately and in detail.
- ✦ Expert at concentrating on data while seeking best method to solve problem in creative and objective manner. Patient and persistent in approach to achieving goals.
- ✦ Service-oriented. Respond to challenges in cooperative manner. Dedicated team player; build good relationships. Display acute awareness of social, economic and political implications of decisions.
- ✦ Results of career testing show special aptitude in communication, professional services and business.

AREAS OF EXPERTISE

Litigation • Criminal Law • Trademark Protection • Constitutional Law • Family Law • Personal Injury • Evidence and Torch • Criminal Procedure

PROFESSIONAL EXPERIENCE

LAW OFFICES OF JOHN SMITH, P.C. • ASSOCIATE • 2002

Effectively contribute to the growth of the firm by applying legal knowledge and writing skills in the areas of Family Law and Personal Injury. Generated over a half-million dollars in revenue through settled cases. Primary focus includes preparing, proofing, and editing legal documents, reviewing complex information, as well as legal strategizing and trial preparation. Generate additional revenue through referring new clients to the firm.

- ✦ Compose legal correspondences to clients and adversaries. Draft, edit, and proof complaints, contracts, agreements, and motions for civil and criminal litigation. Create settlement brochures that encourage expedient resolution of personal injury cases.
- ✦ Research and gather accurate information by meticulously interviewing clients and witnesses, as well as obtaining decision and citations record from similarly settled suits. Assess factual events surrounding case to appropriately determine case direction. Carefully investigate lawsuits to identify physical, emotional, and economical damages.

WILLIAM AND JACKSON, L.L.C. NEW YORK, NY • LAW CLERK • 1998 – 2001

Assisted firm Partners by conducting factual and legal research, as well as investigating matters for client cases files. Helped to successfully resolve ten complex cases. Oversaw a caseload of 100 litigation suits on a monthly basis, consisting of managing various aspects of case files. Responsible for document preparation, client inquiry, and case investigation from case inception to trial. Assisted with pre-trial discovery, as well as drafted interrogatories and motions to dismiss.

- ✦ For the Litigation Practice Group, drafted, reviewed, and edited complaints, motions, agreements, answers, and discovery requests for civil litigation. Researched and performed cite checks utilizing the Internet. Used detailed-oriented skills to prepare and organize documents for trial. Solely responsible for developing opening statements and closing arguments, which contributed to winning trial cases.
- ✦ For the Corporate & Entertainment Practice Groups, assisted clients through various stages of corporate development. Drafted, edited, and reviewed articles of incorporation, operating agreements, business plans, and company contracts to ensure the sound structure and integrity of clients' business idea. Developed correspondences that assisted high-tech Internet and emerging companies with securing venture capital during the early stages of financing. Assisted with securing over a quarter-million dollars in capital funds for clients.

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA WASHINGTON,

• DC JUDICIAL LAW CLERK FOR THE HONORABLE PHILIP BROWN • 1997 – 1998

- ✦ Served as liaison between Judge Boisenberry and court officials. Primary responsibility was to brief Judge Boisenberry on details of case matters. Handled over 14 cases daily and maintained a thorough eye for information and excellent communication skills in providing proficient legal assistance.
- ✦ Requested to provide legal understanding, analysis, and professional judgment, by the Honorable Morris Boisenberry, on various cases and hearings.
- ✦ Performed legal research and conducted cite checks for Felony I crimes.
- ✦ Drafted bench memoranda, memorandum dispositions and orders for Felony I calendar.
- ✦ Attended Felony I trials, status hearings, dispositions and sentence hearings.

EDUCATION

J.D., Legal Studies, 2001, University of Pittsburgh School of Law
Pittsburgh, Pennsylvania

B.A., Criminal Justice, 1988, Temple University
Philadelphia, Pennsylvania