

# DANIEL JONES

## PERSONAL

### Name

Daniel Jones

### Address

878 Jackson Drive, Suite 109-B  
10023 Manhattan, NY

### Phone number

555-123-4567

### Email

example@cvmaker.com

## SKILLS

Civil Law Suit Negotiations ● ● ● ● ●

Creative Problem Solving ● ● ● ● ●

Conflict Resolution ● ● ● ● ●

Oral & Written Communications ● ● ● ● ●

Organization ● ● ● ● ●

Microsoft Office Suite ● ● ● ● ●

Passionate and Charismatic State of New York licensed attorney seeking to join the legal team at Mills & Associates. A dynamic oral and written communicator, with federal and local court experience, pre-litigation negotiations, criminal law, creating legal briefs, conducting research, and an excellent internship with Schwartz & Meyer in Manhattan, NYC. Exceptional negotiation skills, organization, and results-driven individual who likewise thrives as a creative problem solver who is dedicated to practicing law with the utmost ethical standards.

## SUMMARY OF QUALIFICATIONS

- State of New York Licensed Attorney - 2020
- Civil Litigation Associate Attorney - 2020 through 2021
- Legal Research
- Jury Selection
- Case strategy and understanding of case law
- Preparing legal documents & motions
- Exceptional negotiation skills
- Persuasive communicator.

## PROFESSIONAL EXPERIENCE

### Civil Litigation Associate Attorney

May 2020 - Oct 2021

Schwartz & Meyer, Manhattan, NY

Civil Litigation associate attorney internship with the world renown civil litigation law firm in Manhattan, NYC. Duties included:

- Drafted subpoena, interrogatories, and email communication to court, opposing council, and clients.
- Researched legal cases related to civil lawsuits in construction, personal injury, and medical malpractice.
- Participated in deposition, courtroom filings, motions, and jury selection.
- Attended negotiation meetings, pre-trial discovery, and court hearings.
- Maintained office files, intercompany communication, and filed court documents.
- 95 percent trial success rate for client cases in 2021.
- Successfully negotiated 14 civil lawsuits for clients, retaining more than \$48 million in revenue for clients.

### Law Clerk

Aug 2019 - May 2020

US District Court, New York City, NY

Law clerk to Justice Luisa J. Jackson, United States District Court - New York City, NY.

Assisted Justice Jackson in multiple daily tasks including:

- Attended oral arguments, motions, pleas, and jury selection.
- Evaluated legal analysis of written opinions of Federal court hearings.
- Preparing pre-trial memoranda.
- Reviewing trial records, case history, and conducting extensive research.
- Drafting and editing legal case files.

## EDUCATION

### Juris Doctor - 2020

Aug 2017 - May 2019

Boston University Law School | uGPA: 3.88, Boston, Massachusetts

LSAT Score - 169 - May 2017

## REFERENCES

**Justice Luisa Jackson**  
On Request

United States District  
Court

**Rachel Dominique, Esq.**  
On Request

Schwartz & Meyer

**Ben Franklin, Esq.**  
On Request

Boston University