

JASON JONES

PERSONAL

Name

Jason Jones

Address

123 McDonald Avenue
10023 Manhattan, NY

Phone number

555-123-4567

Email

example@cvmaker.com

SKILLS

Conflict Resolution



Multitasking



Compassion



Creative Problem Solving



Organization



Microsoft Office Suite



Passionate and ethical civil litigation attorney, licensed to practice law in the State of New York, with a desire to join the legal team at Franklin & Associates. A proven persuasive communicator, with extensive arbitration experience, filing motions and pleas, jury selection, memoranda, and complex legal issues. Exceptional demeanor and courtroom etiquette, who maintains confidentiality with all clients and respects all law firm team members. Seven years of litigation experience with a 90+ percentage winning record.

SUMMARY OF QUALIFICATIONS

- 90+ percent courtroom litigation winning percentage for civil clients.
- State of New York Bar Certification - 2013
- Exceptional courtroom demeanor and ethical background.
- Case strategy and comprehension of case law.
- Diverse oral and written communication skills.
- Fluent Spanish speaking.
- Charismatic and Personable.
- Remarkable Jury Selection and Evaluation.

PROFESSIONAL EXPERIENCE

Civil Litigation Attorney

Aug 2017 - Present

Jones and Associates, Long Island City, NY

- Represented 37 clients with a diverse portfolio in multiple industries including banking, medical, real estate, and manufacturing.
- Managed document review of product liability, class action, commercial real estate disputes, medical malpractice, and financial law suits.
- Advised clients in civil litigation cases with an emphasis on maintaining legal ethics, protecting confidentiality, and advising them with a clear and focused attitude.
- Analyzed and managed depositions, written discovery, court motions, filings, pleas, torts, prepared trial briefs, negotiated settlement, and witness preparation.
- Represented clients in local, county and state court systems - with a 90+ percentage trial winning record over four years.
- Maintained 100 percent of clients through respecting their privacy, providing superior client support, and treating each client equally.

Litigation Attorney

Sep 2014 - Jul 2017

Borough of Brooklyn, Brooklyn, NY

- Represented the Borough of Brooklyn in civil litigation cases - City of New York. Primary focus was construction and city engineering projects.
- Reviewed civil complaints, completed depositions, negotiated settlements, represented City of New York in civil trials.
- Handled mediation, code compliance, and workers compensation claims of city employees.
- Completed extensive research, drafted memorandum, and drafted response to filing attorneys.
- Conducted risk assessment analysis of commercial construction and infrastructure projects.

EDUCATION

Juris Doctor - 2013 Sep 2011 - Jul 2013
Harvard Law School, Cambridge, Massachusetts

Bachelor of Arts - Political Science Jan 2008 - Jun 2011
Harvard University | uGPA: 3.82, Cambridge, Massachusetts

LSAT Score - 176 - May 2011

REFERENCES

Brenda Jones, Esq. Jones & Associates
On Request

David Jackson, Esq. City of New York
On Request

Dr. Philip Segal Harvard Law School
On Request