

Jessica Hobbs
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Profile

Dedicated and detail-orientated attorney with a proven ability to accurately execute a variety of administrative and legal functions. Reliable team member who demonstrates effective communication skills and is able to establish and maintain professional ties with clients, colleagues, and senior personnel. Able to effectively multi-task and consistently meet deadlines.

Key Skills/Knowledge Areas

- Legal Research
- Excellent communication skills
- Team orientated
- Punctual
- Organized
- Analytical skills

Education

Bachelor of Science in Environmental Management

University of California, San Diego, CA September 2012 - July 2016

Juris Doctor

William S. Boyd School of Law, Las Vegas, NV September 2016 - July 2019

Professional Experience

Student At Law Internship, Golding, Myer and Katz LLP, Las Vegas, NV

July 2018 - July 2019

- Assisted in litigation preparation through researching potential courses of action
- Performed legal research and reviewed case law
- Shadowed senior attorneys on a daily basis
- Researched and drafted initial opinion letters concerning issues of liability and coverage
- Attended discoveries and mediations, summarized documents, and liaised with clients and opposing counsel.
- Drafted pleadings, pre-trial memorandums, and mediation briefs
- Appeared on several successful motions and status hearings in the District Court

Certifications

- Member of the Bar in the State of California 2020