JONATHAN DOUGLAS

987 Third Street, New York City, NY 12345 douglas.j.r@emailexample.com (123) 456-7890

EDUCATION

Bachelor of Business Administration

New York University, New York City, NY September 1996 - July 2000

Juris Doctor

New York University New York City, NY September 2000 - July 2002

KEY SKILLS

- Communication
- Team leader
- Excellent organization
- Punctual
- Able to meet deadlines

CERTIFICATIONS

 Member in good standing of the New York State Bar Civil Litigation lawyer with over 15 years of experience representing clients in personal injury cases. Able to take depositions and has a proven track record of securing substantial settlements on behalf of clients. Consistently takes the initiative and delivers creative solutions that achieve positive results for clients and the firm. Works well in a dynamic and collaborative environment.

PROFESSIONAL EXPERIENCE

Litigation Attorney

Schaff, Turner, and Morner LLP, New York, NY | December 2010 - Present

- Meet with potential clients to evaluate their case and decide if the firm would take them on as clients – approximately 20 clients per month
- Represent and advise clients in matters involving civil litigation with a focus on personal injury and auto accident claims
- Courtroom experience and oral advocacy: lead negotiations for settlements prior to trial, lead counsel during jury trials, and status and settlement conferences in State and Federal Court
- Take and defend depositions of witnesses and experts

Civil Lawyer

Greenfields Law, New York, NY | October 2002 - November 2010

- Researched issues and case law for personal injury cases
- Served documents on parties being served by clients
- Assisted in negotiating settlements
- Deposed witness on the record