

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Knowledgeable and results-driven law student with experience conducting detailed legal research, reviewing and writing complex license agreements, and attending negotiation meetings. Great communicator with extensive knowledge of legal procedures and the law. Looking for a short-term legal intern position.

Experience

Legal Intern - Company / Location

MONTH YEAR - Present

- Performed in-depth legal research on intellectual property and assisted with the completion of patent applications.
- Prepared and reviewed license agreements, ensuring that all information was accurate.
- Participated in negotiation meetings and maintained related legal documents for all the clients.
- Communicated with clients by phone and over email to interview and get information from them.
- Awarded intern of the month for improving and streamlining the whole patent application process.

Paralegal - Company / Location

MONTH YEAR – MONTH YEAR

- Coordinated trial exhibits by organizing materials, writing documentation, and reporting digital materials and displays.
- Performed research to elaborate legal paperwork like contracts, pleadings, and briefs.
- Wrote well-researched legal documents, including briefs and motions and briefs, for court proceedings and litigation processes.
- Collaborated with clients and third parties to put together and develop case information.
- Assessed and analyzed judicial and government judicial structures, as well as concepts related to arbitration and negotiation techniques.

Project Experience

- Developed a software program that housed information for potential vendors from online surveys, which was then used company-wide.
- Established a methodology to use by the company for future NCQA contract and vendor audits.
- Collaborated with senior management, including Associate General Counsel of Employment and Vice President to resolve non-solicit clauses and the Assistant General Counsel of OP on various issues regarding license clearances and agreements.

Education

Legal Studies - University of California

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Legal Terminology
- Legal Research Techniques
- Critical Thinking
- Analytical Skills
- Time Management

Licenses & Accreditations

Licenses & Accreditations

- Certified Paralegal
- Legal Studies Certification
- Accredited Legal Professional Certification