

# FIRST MIDDLE LAST

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## BAR ADMISSION

**State of Ohio, November 2011**

## LEGAL EXPERIENCE

**Law Offices of John H. Doe - Toledo, OH**

*Attorney, November 2011 - Present*

- Research and write pleadings and motions in employment and labor law matters.
- Manage all phases of trial preparation including gathering documents; contacting and interviewing witnesses; and researching and writing jury instructions.
- Respond to requests for production of documents and interrogatories.
- Participate in settlement negotiations and mediations.

**City of Toledo Prosecutor's Office - Toledo, OH**

*Law Clerk, May 2010 - July 2010*

- Interviewed victims and witnesses in domestic violence cases.
- Prepared seven cases for trial by creating exhibits, writing jury instructions, and interviewing trial witnesses.
- Performed legal research on evidentiary issues and responded to discovery requests.
- Observed attorneys prosecuting domestic violence and misdemeanor cases in court.

**Office of the County Attorney, Hillsborough County - Tampa, FL**

*Extern, May 2009 - August 2009*

- Drafted contracts, litigation documents, and legislative materials under supervision of Assistant County Attorney.
- Researched legal issues and wrote memoranda pertaining to zoning and land use laws.
- Attended hearings and negotiations.

## EDUCATION

**The University of Toledo College of Law - Toledo, OH**

*Juris Doctor, May 2011*

**Moot Court:** Arbitration Moot Court Team, Member (August 2010 - March 2011)

**Activities:** Criminal Law Association, President (June 2008 - May 2011)

**The University of South Florida - Tampa, FL**

*Bachelor of Arts, Political Science, December 2007*

**Honors:** Golden Key National Honor Society

Florida Academic Scholar

**Activities:** Softball Team, Player (4 seasons) and Co-Captain (1 season)

## INTERESTS

Italian Cooking and Russian Literature