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| Jane Smith | | |
| Summary  Detail-oriented Judicial Law Clerk with 4 years of experience in legal research and case management. Proven track record of assisting judges with complex legal issues and drafting opinions. Committed to upholding the rule of law and supporting judicial efficiency.  Work Experience  **Judicial Law Clerk Jan 2020 –**  Cook County Circuit Court Chicago, IL   * Assisted in the preparation of judicial opinions, resulting in timely case resolutions. * Conducted legal research and drafted memoranda on various legal issues for the judge's review.   **Legal Assistant May 2018 – Dec 2019**  Johnson Partners Law Firm Chicago, IL   * Managed case files and documentation for over 40 active cases, ensuring compliance with court deadlines. * Drafted pleadings and motions that contributed to successful case outcomes.   Education Juris Doctor May 2018 *DePaul University College of Law**Chicago, IL*  certifications   * Illinois State Bar – 2018 | Contact  (987) 654-3210  jane.smith@example.com  Chicago, IL 60601  Skills  Legal Research  Drafting Opinions  Case Management  Court Procedures  Legal Writing  Analytical Thinking  Client Communication  Time Management  Team Collaboration  Westlaw |