



MICHAEL ANDERSON

Law Clerk

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SUMMARY

Distinguished legal professional with extensive experience in litigation support and legal research. Proven track record of assisting senior attorneys in complex cases, demonstrating exceptional analytical skills and meticulous attention to detail. Proficient in the interpretation of statutes, regulations, and case law, contributing significantly to case preparation and strategy formulation. Skilled in drafting legal documents and conducting thorough investigations, fostering a comprehensive understanding of case dynamics.

WORK EXPERIENCE

Law Clerk Smith & Johnson Law Firm

Jan 2023 - Present

- Conducted comprehensive legal research to support litigation strategies.
- Assisted in drafting motions, briefs, and legal memoranda.
- Collaborated with attorneys on case strategy development.
- Managed case files and maintained legal documentation.
- Participated in client meetings to gather relevant information.
- Prepared trial binders and exhibits for court presentations.

Intern City Legal Aid

Jan 2020 - Dec 2022

- Supported attorneys in providing legal assistance to low-income clients.
 - Drafted client correspondence and legal documents.
 - Conducted interviews with clients to assess legal needs.
 - Researched case law and legislative updates for ongoing cases.
 - Assisted in organizing community outreach programs.
 - Maintained confidentiality and ethical standards in client interactions.
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EDUCATION

Juris Doctor, Harvard Law School, 2021

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** legal research, litigation support, document drafting, case management, client communication, ethical compliance
- **Awards/Activities:** Recognized for outstanding legal research skills by senior partners.
- **Awards/Activities:** Contributed to a successful case resulting in a landmark ruling.
- **Awards/Activities:** Developed a streamlined process for document management that increased efficiency.
- **Languages:** English, Spanish, French