

# Matthew Evans



## Associate Attorney

<b>Address</b>	1515 Pacific Ave, Los Angeles, CA 90291, United States	<b>Phone</b>	(541) 754-3010
<b>Email</b>	email@email.com	<b>Place of birth</b>	San Antonio
<b>Nationality</b>	American	<b>Driving license</b>	Full
<b>Links</b>	<a href="#">Linkedin</a>		

## 01 PROFILE

*Productive, versatile Associate Attorney with extensive working tenure of seven years in all aspects of real estate transactions. Highly adept in contract negotiations, business rights litigation and civil law codes about individual property rights with extensive exposure to civil courts client representations. Completed a Juris Doctor Degree with a GPA of 3.9 and achieved the highest score in the State Attorney Bar Examination.*

## 02 EMPLOYMENT HISTORY

01/2017 — 11/2019

### **Associate Attorney III at Brickshaw & Smith LLC**

Denver

*Spearheaded employee efficiencies by implementing an automated booking system which increased billable hours by 25%.*

- Represents high-level corporate clients in court
- A spokesperson for the firm at press briefings and interviews
- Responsible for interpreting laws, rules and due process regulations and advising clients accordingly
- Networking at industry events and conferences to build a client base on behalf of the firm
- Act as the legal expert and present opinions based on legal analysis regarding case issues to junior Associate Attorneys
- Responsible for hiring junior associate attorneys, allocating work to them and managing support staff such as legal secretaries and paralegals
- Develop strategies regarding depositions, pre-trial hearings, and trial hearings
- Negotiate in settlements of legal disputes

01/2016 — 11/2017

### **Associate Attorney II at California Media Consultants**

Orange County

*Compiled and prepared more than 1500 pre-trial briefs and over 800 000 pages of tax records during the last five years.*

- Represented media clients in copyright infringement actions and proceedings
- Draft tolling agreements, pleadings, initial disclosures, 26(f) reports, proposed protective orders, and pre-trial motions
- Compile responses to interrogatories, opposition counsel and court officer's request for documentation

- Responsible for civil litigation and conveyancing procedures
- Oversee the recruitment and onboarding of summer interns
- Published articles on copyright infringements for various Legal Journals
- Represent musicians, artists and record companies in court
- Responsible for attending legal conferences and present as a keynote speaker

01/2014 — 12/2015

**Junior Associate Attorney at North Carolina  
Prosecutors Office**

*Indian Trail*

*Conducted over 200 personal damages mediations with a 97% settlement rate out of court.*

- Responsible for drafting initial pleadings and discovery, assessing the strengths and weaknesses of respondent's cases
- Perform extensive research online as well as visiting public information centers to accumulate contextual background regarding cases
- Draft motions for summary judgments and pre-trial motions
- Coordinate deposition meetings and facilitate the subpoenas and conferences with the oppositions and trial witnesses

**03 EDUCATION**

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Nov 2016 — Nov 2018

**University of Detroit**

*Detroit*

Masters Degree in Social Media Law

Nov 2016 — Nov 2016

**National Conference of Bar Examiners (American  
Bar Association-approved)**

*Brooklyn*

Licensed Attorney

Jan 2010 — Nov 2012

**William S. Boyd School of Law**

*Las Vegas*

Juris Doctor Degree

GPA: 3.9

**04 SKILLS**

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Business Acumen	● ● ● ● ●	Trial Preparation	● ● ● ● ●
Research Methodology	● ● ● ● ●	Antitrust Law	● ● ● ● ●
Depositions	● ● ● ● ●	Wills, Estates, Trusts	● ● ● ● ●
Case Strategies	● ● ● ● ●	Settlement Meetings	● ● ● ● ●
Draft Legal Documentation	● ● ● ● ●	Court Procedures	● ● ● ● ●
Power of Attorney	● ● ● ● ●	Reference Literature	● ● ● ● ●
Mediation	● ● ● ● ●	Corporate Law	● ● ● ● ●
Client Advocacy	● ● ● ● ●	Cross Examinations	● ● ● ● ●
Legal Advice	● ● ● ● ●	Product Liability Law	● ● ● ● ●
Law Knowledge	● ● ● ● ●	Conveyancing	● ● ● ● ●

## **05 COURSES**

Jan 2018 — Jun 2018

**eDiscovery Certification at American Bar Association, Online**

Jan 2012 — Jun 2015

**Law School at Whittier Law Programme, Boston**

## **06 HOBBIES**

Running, Hiking, Tennis, Basketball

## **07 LANGUAGES**

English, French, German ● ● ● ● ●