

# Sam Griffin



## Attorney

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<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> , <a href="#">ZoomInfo</a> , <a href="#">Facebook</a>		

## 01 PROFILE

*Empathetic and passionate NPO Attorney with seven years working tenure in the non-profit space related to social activism for human trafficking, gender violence, and poverty upliftment initiatives. Carried 40 cases to trial in the last six months with a 100% mediation rate. Won the Pro-Bono Attorney of the Year Award from the American Bar Association in 2019.*

## 02 EMPLOYMENT HISTORY

01/2019 — Present

### Senior Attorney at **McMillan & Smith Attorneys**

Idaho Falls

*Carried 40 case files from conceptualization through to final trial in the last 12 months*

- Advising clients regarding claim liabilities, business transaction compliance, and legal rights and obligations
- Interpreting regulations, rules, and laws for individuals and business entities
- Analyzing and explaining the probable outcome of cases based on previous legal precedents
- Presenting case information to juries and judges in court
- Evaluating findings and developing strategies and arguments in preparation for court appearances
- Gathering evidence to formulate defense cases or initiate legal proceedings, by interviewing witnesses, clients and 3rd party stakeholders
- Representing clients in court or in mediation hearings
- Preparing and drafting legal documentation such as patent applications, mortgages, leases, and employee contracts

01/2016 — 12/2018

### Attorney at **Human Protection Services**

Seattle

*Conducted 50+ mediations achieving a 92% settlement rate and scored 98% on client satisfaction exit surveys*

- Negotiating settlement agreements of civil disputes
- Confering with colleagues regarding specialist legal issues that may fall outside the standard legal scope of work
- Researching public and other legal records to compile opinions
- Supervise and coordinate daily activities of legal assistants and paralegal staff

*Maintained 1900 minimum annual billable hours and reviewed more than 30% pleadings comparing to the company average*

- Performing administrative and managerial functions such as recruiting, billing allocation and allocation of projects
- Acting as guardian, agent, trustee or executor on behalf of business and individuals
- Probating wills and representing and advising administrators and executors of deceased estates

### **03 EDUCATION**

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May 2020 — Present

**University of Detroit**

Detroit

Masters Degree in Social Media Law

Jan 2015 — Jul 2015

**National Conference of Bar Examiners**

Miami

Licensed Attorney

May 2020 — May 2020

**Whittier School of Law**

Boston

Law School Programme

Jan 2011 — Dec 2014

**Harvard School of Law**

Cambridge

Juris Doctor Degree

Course Curriculum: Constitutional Law, Contracts, Property Law, Civil Procedure, Legal Writing, Tax Law, Labor Law, Corporate Law

May 2007 — Aug 2009

GPA Score: 3.9

Received a full scholarship for Harvard School of Law

### **04 SKILLS**

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Corporate Law

Research Methodologies

Drafting Documentation

Billing Systems

Client Advocacy

Settlement Agreements

Litigation

Documentation

Mediation

Corporate Law

Depositions

Civil Procedure

Constitutional Law

Legal Writing

Tax Law

Contractual Law

Labor Law

Legal Proceedings

Property Law

Trial Preparation

Pre-Trial Counselling

Tort Law

Knowledge of Federal and State Laws

Product Liability Law

## **05 COURSES**

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May 2020 — May 2020

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

May 2020 — May 2020

**2011 – Law School Admission Exam (LSAT) at American Bar Association, Manhattan,**

## **06 LANGUAGES**

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English, German, French



Dutch



Russian, Polish

