

Candidate Name

Address

Phone Number, Email Address

Licensed to Practice Law in Jurisdiction

EXPERIENCE

Consilio Services

City, State

Document Review Professional

Start Month, Year – Current Month, Year

Review documents in connection with government investigations and civil litigation to identify information for various aspects of the litigation process. Review documents for privilege and confidentiality. Perform quality control on previously reviewed documents.

Various Staffing Agencies

City, State

Document Review Professional

Start Month, Year – End Month, Year

Reviewed documents in connection with government investigations and civil litigation to identify information for various aspects of the litigation process. Reviewed documents for privilege and confidentiality. Performed quality control on previously reviewed documents.

University College Admissions Department

City, State

Student Worker

Start Month, Year – End Month, Year

Assisted the Admissions Department with various administrative tasks. Reviewed candidate files for completeness and followed up accordingly. Conducted campus tours. Compiled class forecast & application status reports, to forecast projected new students.

EDUCATION

University College

City, State

Juris Doctor

Graduation Month, Year

University College

City, State

BA, Major

Graduation Month, Year