

**RESUME OF QUALIFICATIONS**  
**BILL SMITH**  
**STREET**  
**CITY, STATE 39047**  
**Phone**

**SUMMARY OF QUALIFICATIONS** \_\_\_\_\_

- Offering sixteen years of solo practice of law specializing in the areas of personal injury, products liability, workers= compensation, and domestic relations.
- Offering five years of law enforcement experience ranging from police officer to State of XXX Law Enforcement Agency activities with board certification by the minimum standards board and completion of the Law Enforcement Officers Training Academy.

**PROFESSIONAL EXPERIENCE** \_\_\_\_\_

Date - **LAW FIRM, PLLC**  
present Member and Managing Partner

Responsibilities include:

- Oversight, participation and management of five office staff employees.
- Development, oversight and management of over 200 working client files each month.
- in personal injury, workers= compensation, domestic relations, and product liability law.

Date - Date **LAW FIRM**  
**ATTORNEY AT LAW**

Owner and Manager

Responsibilities include:

- Oversight, participation and management of three office staff employees.
- Development, oversight and management of over 150 working client files each month.
- Specializing in personal injury, workers= compensation, domestic relations, and product liability law.

Date - **LAW FIRM**  
Date **ATTORNEY AT LAW**

Associate Attorney at Law

Responsibilities included:

- Oversight, participation and management of one office staff employee.
- Development, oversight and management of over 150 working client files each month.
- Specializing in personal injury, workers= compensation, domestic relations, and bankruptcy law.

Year - **STATE OFFICE**  
Year **Name of Position**

Responsibilities included:

- In command of Greenville Post of Duty.
- In charge of all overt and undercover activities for the illegal sale of alcoholic beverages within a five county area.
- Management of confidential informants, legal documents, search and seizure raids and prosecution of criminals.

