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# John Clark

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SSN: xxx-xx-xxxx

Citizenship: American

[insert]

Security Clearance: [insert]

[insert]

Contact Current Employer: [insert]

Veterans Preference:

Federal Civilian Status:

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A detailed-oriented, highly organized and innovative Attorney at Law experienced in civil litigation, legal research, analysis and document drafting. Display the utmost level of professionalism by representing clients in criminal, civil and juvenile law. Possess in-depth knowledge of law principles and processes to ensure high-qualified advice and services with respect to regulations, practices or other legal matters. Motivated and articulate professional with exceptional skills in analyzing motions, responses, and opinions. Follow directives and employ all necessary steps to excel in a disposition of uncontested matters. Proven ability to oversee court proceedings, effectively present and summarize cases to judges and juries.

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## Professional Experience

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DISTRICT CORPORATION, Tazewell, Tennessee

December 2015 - Present

ATTORNEY AT LAW

Average hours per week: [insert]

Salary: [insert]

Supervisor: [insert]

T: [insert] | Email: [insert]

Contact this Supervisor: Yes/No/Contact me first

- Managed motion practice in Chancery, Circuit, Criminal, and General Sessions courts, thus professionally represented clients in civil, criminal and juvenile matters.
- Succeeded to write motions, memoranda, and briefs for self and associated attorneys due to high competency in applicable law.

NANO COMPANY, Pelham, Alabama

September 2013 – November 2015

LAW CLERK

Average hours per week: [insert]

Salary: [insert]

Supervisor: [insert]

T: [insert] | Email: [insert]

Contact this Supervisor: Yes/No/Contact me first

- Handled legal research in all areas of state and federal law and efficiently prepared appellate briefs, motions, responses, and other pleadings in numerous civil cases.
- Contributed to litigation practice by composing opinion memoranda and summarizing applicable statutory law.

COMBINE INC., Washington, D.C.

May 2013 – August 2013

LEGISLATIVE INTERN

Average hours per week: [insert]

Salary: [insert]

Supervisor: [insert]

T: [insert] | Email: [insert]

Contact this Supervisor: Yes/No/Contact me first

- Analyzed and generalized pending legislation, effectively undertook research, thus assisted the drafting of legislative amendments.
- Proficiently monitored nomination hearings for federal judges and Department of Justice appointments and kept a record for supervisors' review.

**BROTH INC.,** Birmingham, Alabama  
**LEGAL EXTERN**

September 2012 – April 2013

**Average hours per week:** [insert]

**Salary:** [insert]

**Supervisor:** [insert]

**T:** [insert] | **Email:** [insert]

**Contact this Supervisor:** Yes/No/Contact me first

- Successfully followed oral arguments, civil trials, evidentiary and sentencing hearings
- Draw up opinions for civil and criminal cases and habeas corpus petitions.

**WHITEHOYSE,** Tazewell, Tennessee  
**LEGAL INTERN**

July 2012 – August 2012

**Average hours per week:** [insert]

**Salary:** [insert]

**Supervisor:** [insert]

**T:** [insert] | **Email:** [insert]

**Contact this Supervisor:** Yes/No/Contact me first

- Oversaw court proceedings and conferred with the Chancellor and the Clerk and Master in the Chancellor's chambers during disposition of uncontested matters and motions.

**GREATER INC.,** Birmingham, Alabama  
**LEGAL INTERN**

May 2012 – July 2012

**Average hours per week:** [insert]

**Salary:** [insert]

**Supervisor:** [insert]

**T:** [insert] | **Email:** [insert]

**Contact this Supervisor:** Yes/No/Contact me first

- Contributed to new legislation concerning the Alabama Land Bank through legal research on a case law.
- Participated in clearing title of several properties to further a community redevelopment project by running title searches.

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## Military Experience

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**U.S. ARMY RESERVE,** Garner, North Carolina  
**SERGEANT**

January 2010 – April 2013

- Performed as a Detachment Sergeant and effectively managed a squad of three soldiers and detachment.
- Conducted training of basic psychological operations of occupational skills by developing and holding various presentations.

**MILITARY TEAM, UNITED STATES EMBASSY,** Kabul, Afghanistan  
**COORDINATOR**

August 2008 – February 2009

- Effectively cooperated with U.S. government and foreign government agencies and organizations while being on secondment to the US Embassy in Kabul.
- Participated in media campaigns organization by promoting messaging and dissemination plans.
- Managed inventories, prepared periodic accountability reports, provided hand receipts for a multi-thousand dollars worth of equipment while serving as a team logistics NCO.

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## Core Skills and Competencies

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✓ Analysis and Legal Research  
✓ Legal Guidance and Support  
✓ Criminal Defense  
✓ Communication  
✓ Documentation

✓ Drafting/Writing  
✓ Client Consultation  
✓ Court Procedures  
✓ Case Management  
✓ Time Management

✓ Investigation  
✓ Presentation  
✓ Negotiation  
✓ Strategic Planning  
✓ Critical Thinking

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## Education

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UNIVERSITY OF OXFORD, ST. PETER'S COLLEGE, Oxford, England

*Master of Studies in British and European History, from 1500 to the present* | end of course July 2018

THE UNIVERSITY OF EAST ANGLIA, Norwich, England

*LLM, with Distinction, in International Commercial and Business Law* | December 2015

CUMBERLAND SCHOOL OF LAW, SAMFORD UNIVERSITY, Birmingham, Alabama

*Juris Doctor, Cum Laude* | May 2014

**GPA: 3.66. Rank: 19/134 (14%)**

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO, Greensboro, North Carolina

*Bachelor of Arts in Political Science, Summa Cum Laude* | December 2010

**GPA: 4.00**